

Statewide Contract Booklet

Commonwealth of Massachusetts

Winter Edition 2013



OPERATIONAL SERVICES DIVISION

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Welcome to the Operational Services Division

Statewide Contract Information Booklet

The Operational Services Division (OSD) is the Commonwealth's central procurement agency whose primary role is to coordinate the procurement activity for commodities and services on Statewide Contracts and Commonwealth Executive Branch Departments.

Unless otherwise specified, these Statewide Contracts are available for use by all eligible entities ([Appendix A](#)) such as Commonwealth Legislative and Judicial departments, authorities, qualified not-for-profits, community colleges, state universities, municipalities and other eligible entities. The emphasis is on teaming with these eligible entities to enhance service delivery, provide technical assistance and facilitate procurements. OSD works to reduce the cost of purchasing when buying from Statewide Contracts. Many Statewide Contracts offer additional cost savings to eligible entities including Prompt Payment Discounts or \$ave\$mart opportunities. OSD is always looking for opportunities to improve Statewide Contracts. If you have any suggestions, please contact a [Strategic Sourcing Services Lead](#) ([Appendix B](#)).

Statewide Contracts are written agreements between the Commonwealth of Massachusetts and awarded contractors to provide a variety of commodities and services to Commonwealth departments and eligible entities. The agreements are the result of a competitive procurement process that includes an open and competitive solicitation posted on Comm-PASS, electronic responses, and a documented evaluation process. The process is completed in accordance with Procurement Regulations 801 CMR 21.00 requirements and guidelines (utilizing the Strategic Sourcing Methodology). Many of our Statewide Contracts offer discounts for Prompt Payment Discounts or \$ave\$mart opportunities which represent additional cost savings for our eligible entities.

Each Statewide Contract is managed by a professional Strategic Sourcing Services Lead and a Strategic Sourcing Services Team which is comprised of diverse professionals from eligible entities who volunteer to be part of the solution process and ongoing management of each Statewide Contract. Information about the Strategic Sourcing Services Lead and Team members is listed on the record's "Issuers" tab in Comm-PASS. This ensures that eligible entities such as commonwealth agencies, municipalities, authorities, public hospitals, schools, etc., can access and receive the best quality of commodities or services available.

OSD is also responsible for the management and enhancement of the Commonwealth's eProcurement system, Comm-PASS www.comm-pass.com. On Comm-PASS you will find a complete list of Statewide Contracts as well as the most current information regarding all commodities and services available from OSD and other agencies. [Appendix C](#) contains a "Comm-PASS Guide" for finding Statewide Contract information on Comm-PASS. Each Statewide Contract includes an OSD Contract User Guide which contains guidance for eligible buyers such as the terms, conditions and specifications. This information is located on the "Forms & Terms" tab in Comm-PASS.

The OSD Website www.mass.gov/osd will also provide information on Statewide Contracts and other OSD Programs and Services such:

- Commonwealth Print Shop (CPS),
- Comm-PASS – Online Procurement Record System,
- Construction Reform Program,
- Environmentally Preferable Products Program (EPP),
- Massachusetts Surplus Property Program,
- Small Business Purchasing Program (SBPP),
- Supplier Diversity Certification Unit,
- Supplier Diversity Office (SDO),
- Supplier Diversity Program (SDP),
- Training, Outreach and Marketing (TOM),
- and much more!

Details about using Statewide Contracts are listed in [Appendix D](#) of this booklet. If you should have questions or concerns regarding a contract, please contact the Strategic Sourcing Services Lead identified in the booklet for further information. OSD provides training and outreach services free of charge to both the buying and selling community. Complete details may be found under the Training, Outreach and Marketing section of this booklet. The Operational Services Division looks forward to working with all eligible entities to ensure our contracts meet your requirements.

How to Use This Book


This booklet is designed to provide the reader with a broad overview of the commodities and services available for eligible entities on Statewide Contracts and information on the programs that OSD provides for eligible entities. Only the major Contracts for each category are listed. See [Appendix G](#) for complete list of contracts. Readers may also refer to the [Comm-PASS](#) website for a complete list of Contracts.

The booklet is organized into four sections:

Fact Sheets

This section provides the reader with brief information on Statewide Contracts, OSD Programs and Publications. The Statewide Contract Fact Sheet provides a brief overview on how Statewide Contracts are developed, managed and the benefits for eligible entities utilizing them. The Program section provides you with a brief overview of the OSD programs available for eligible entities. Complete details are found in the Program Section of this booklet. If you have additional questions once you review the program information, please contact the manager listed for additional details.

Statewide Contracts

Statewide Contracts are organized into broad categories of goods and services such as Facilities, Food/Groceries Supply and Services, or Office Equipment, Supply and Services, etc. ([Appendix E](#)). Each listing identifies the Strategic Sourcing Services Lead and a description of the most commonly used types of commodities and services covered, contract numbers, a brief informational section and a list of Frequently Asked Questions are also provided. Many Statewide Contracts include Environmentally Preferable Products which are indicated by this symbol.  These items are energy efficient, less toxic, biodegradable and/or compostable, reduce waste, contain recycled content, and frequently save money. To learn complete details on a particular contract, the reader should go to Comm-PASS and review the information for the Statewide Contract. If, after reviewing the on-line information you have additional questions, you should contact the identified Strategic Sourcing Services Lead. Details and guidance on how to use Statewide Contracts are listed in [Appendix D](#) of this booklet. The Operational Services Division is dedicated to working with all eligible entities to ensure our Statewide Contracts meet your needs. Please note that these listings only contain the most commonly used contracts. For a complete list of Statewide Contracts at the publishing of this booklet, please see [Appendix G](#).

OSD Programs

OSD provides several programs for eligible entities and interested bidders. This section of the booklet will provide you with details on these programs and information on events you can participate in. The OSD website provides additional information on all these programs. If you wish additional details, please contact the Program Director for the program you are interested in.

Appendix

The appendix is provided to the reader as reference and instructional material to assist you in utilizing Statewide Contracts and Comm-PASS. The information includes how to access and use Statewide Contracts and whom to call with questions.

**PLEASE NOTE THAT THIS BOOKLET IS UPDATED ON A QUARTERLY BASIS AND IS AVAILABLE ON-LINE
AT THE OPERATIONAL SERVICES DIVISION WEBSITE AT: www.mass.gov/osd.**

About Statewide Contracts

Operational Services Division (OSD)

The Operational Services Division (OSD) is the Commonwealth's central procurement agency whose primary role is to oversee the purchases of commodities and services for the Commonwealth's Executive Branch departments on Statewide Contracts. We establish a thorough, fair, open and competitive procurement process. Our goal is to provide the public purchasing community with contracts that represent best value in terms of price, quality and service. We place an emphasis on teaming with customers, including state departments, community colleges, state universities and municipalities to enhance service, delivery, and to provide technical assistance and facilitate procurements. OSD also is responsible for the management and enhancement of the Commonwealth's web-based e-Procurement system called Comm-PASS www.comm-pass.com (see definition on page 40).

Definition of Statewide Contracts

Statewide Contracts are written agreements between the Commonwealth of Massachusetts and awarded contractors to provide a variety of commodities and services to Commonwealth Departments and eligible entities. The agreements are the result of a competitive procurement process that includes a fair, open and competitive solicitation Request for Response (RFR) posted on Comm-PASS, written responses, and a documented evaluation process. The process is completed in accordance with Procurement Regulations 801 CMR 21.00 requirements and guidelines.

Purpose and Duration of Statewide Contracts

Statewide Contracts are designed to support the fair, open and competitive process while reducing and simplifying the administrative burden for department staff and vendors. The Statewide Contract duration varies depending on the type of commodity or service. However, a typical Statewide Contract initial duration is one or two years with several one or two year options to renew, with a total duration of three years. Renewals are not automatic and the decisions regarding contract renewal are made by the Strategic Sourcing Services Team in accordance with the initial RFR.

Development of Statewide Contracts

Strategic Sourcing Services Leads (SSSLs) identify the statewide need for a commodity or service based on past usage or future needs. Once a specific need is identified, an SSSL is created. The Team is comprised of staff from departments, cities, towns, colleges, and municipalities, etc., who have an interest and/or expertise in the commodity or service. The Team creates an RFR designed to cover the broadest base possible for identifying the commodities and/or services required. The RFR is posted on Comm-PASS for all interested parties to review. Responses are submitted according to the instructions in the RFR and are reviewed based on the evaluation criteria developed prior to the review process.

NEW! Contract User Guides

The OSD is in the process of improving both new and existing "OSD Updates," which is the standard instruction guide for how to use Statewide Contracts. This year we are pleased to introduce our brand new Contract User Guides. Based upon user feedback from buyers, the OSD and its Strategic Sourcing Leads have taken significant effort to develop the mapping of critical information from the perspective of the buyers into this easy to follow guide. This improved document is now called the ***Contract User Guide*** and there will be one that corresponds for each active Statewide Contract. The new user guide enhancements make it easier for all customers to read and understand key elements of the contract in order to make informed decisions, more easily place orders, and improve time efficiency when purchasing.

For each awarded contract there is an accompanying user guide that includes:

- *Contract Summary (including Category Names)*
- *Benefits and Cost Savings*
- *Pricing and Purchase Options*
- *Contract Counties or Regions*
- *Vendor List and Contract Information*

For your convenience, we have placed the list of new Contract User Guides directly on the OSD Homepage under "OSD Services – Buy from a Statewide Contract." ([Buy from the State subpage](#)). You can reach the list directly by clicking here:

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/statewide-contract-user-guides.html>

Once you access the list, each contract number is linked directly to that contract's User Guide. As we continue to convert older OSD Updates to the new Contract User Guide format, or create Guides for newly awarded contracts, we will add them to this list. All of these Contract User Guides can also be found on Comm-PASS within the active contract listing for the respective Statewide Contracts.

Strategic Sourcing Services Lead (SSSL)

SSSL members are selected on their knowledge and/or expertise in a specific area. If you would like to be part of a Strategic Sourcing Services Team please contact the specific Strategic Sourcing Services Lead who is in charge of that Statewide Contract. Each team member's expertise and assistance is valued to make a contract the best it can be in accordance with the defined needs of the stakeholders represented.

Management of Strategic Sourcing Services Team

The Strategic Sourcing Services Lead, with assistance and support from the Strategic Sourcing Services Team members, oversees all aspects of contract management for Statewide Contracts, including negotiating contract terms, renewing contracts, collecting and analyzing performance measure data, and addressing issues and concerns. Strategic Sourcing Services Leads rely on team members to remain active throughout the length of the procurement.

Benefits of Using Statewide Contracts

Using Statewide Contracts assists department staff and eligible entities by reducing their administrative work because the procurement has already been completed. Also, the evaluation process, contract negotiations and ongoing contract management is handled by the Strategic Sourcing Services Team. Statewide Contracts typically offer lower prices, volume discounts, prompt pay discounts and may include minority and women-owned businesses, and environmentally preferable products.

Commodities and Services on Statewide Contracts

There are Statewide Contracts for virtually every commodity or service that a public entity might need to conduct their business or carry out their mission. Products purchased range from copy paper, pencils and personal computers, to vehicles, tires and fuel, building materials, medical supplies and food products, as well as thousands of other products. Services purchased include trade persons for general repair and maintenance (electrician, plumbing, locksmith, etc.), temporary staff, court reporting/transcription, foreign language interpreters, training and numerous others. Statewide Contracts covering the purchase of all these products and services are organized into specific categories such as Facilities, Food/Groceries Supply and Services, or Office Equipment, Supply and Services, etc.

Eligibility to Use Statewide Contracts

Statewide Contracts are written to meet the needs of public purchasers, including but not limited to: Executive and Non-Executive Branch departments, municipalities, counties, public colleges and universities, public purchasing cooperatives, local schools, state facilities, public hospitals, certain non-profit organizations, independent authorities, political sub-divisions and other states. Eligibility may vary from contract to contract and eligible entities must refer to Commonwealth of Massachusetts procurement laws as well as internal policy for their particular entity.

Access to Statewide Contracts


Statewide Contracts are accessed by going to the Commonwealth e-Procurement system www.comm-pass.com (see definition on page 11). The search capacity in Comm-PASS allows you to conduct a search for a specific Statewide Contract or all active and inactive Statewide Contracts. [Appendix C](#) provides details on how to find contracts in Comm-PASS.

Statewide Contract Programs

Supplier Diversity Program (SDP)

All companies interested in bidding on Statewide Contracts must file an acceptable spending plan for partnering with SDO certified vendors through one of following methods, Sub-Contracting; purchase of Ancillary Services or by submitting a Growth and Development Partnership Plan with a small SDO certified business. SDP plans are required as a result of Executive Order 524 which promotes the equality in the Commonwealth contracting process. The submission of an SDP plan is a requirement for all contracts with an estimated value of \$150,000 or more. Training and assistance on developing the SDP plan is also available. You may review the program materials at the Supplier Diversity Program webpage. If you have questions, please contact the Strategic Sourcing Services Lead listed in the Contract, or the SDP Help Desk via email at sdp@state.ma.us.


Environmentally Preferable Products and Services (EPP) Program

Since 1994, OSD has led the nation in efforts to incorporate sustainable, recyclable, reusable, low-toxicity, products and services in its Statewide Contracts. All Statewide Contracts offered after 2006 require awarded contractors to file an acceptable plan for partnering with a SDO certified vendor through a Sub-Contract; Growth and Development Plan; Ancillary Spending Plan; Past Performance over two years; or other creative initiatives. These plans are required by Executive Order 524 when the Commonwealth plans to issue a contract with potential benefit of \$150,000 or more. To determine if the Statewide Contract vendor you are using has filed an SDP Plan, please go to Comm-PASS and search for the Statewide Contract of choice then view the different vendors who are available on that particular contract. When viewing this section you will notice a symbol  which is the earth. This indicates the vendor offers EPP products or services. If you do not see the icon, EPP products and services may still be available. Check the OSD Contract User Guide stored on the Statewide Contract's "Forms & Terms" tab. If you still have questions, please contact the Strategic Sourcing Services Lead listed in the Contract.

MASSbuys EXPO

The MASSbuys Annual EXPO is the Massachusetts trade show designed exclusively for Commonwealth Statewide Contractors and individuals in public procurement. This once a year event provides exhibitors and attendees the opportunity to engage and network with others in public procurement and the supplier community. Visit [MASSbuys EXPO - Executive Office for Administration & Finance - Mass.Gov](#) for more information.

Prompt Payment Discount (PPD)

Many Statewide Contracts offer a PPD. To determine if the Statewide Contract you are using offers PPD, go to Comm-PASS, search for the Statewide Contract of choice and then view the different vendors who are available on that particular Contract. When viewing this section you will notice a lightning bolt  symbol. This indicates this particular vendor has opted to take part in PPD. If you do not see a lightning bolt, PPD may still be available. Therefore, check the OSD Contract User Guide which can be found on the "Forms and Terms" tab in Comm-PASS. If you still have questions, contact the Strategic Sourcing Services Lead listed in the Contract.

\$ave\$mart

The OSD \$ave\$mart Program is a partnership between OSD and Statewide Contract Vendors. The program creates additional cost savings and opportunities for all eligible entities utilizing Statewide Contracts. These opportunities could be in the form of reduction in cost for a limited time, free or reduced training opportunities, aggregate purchases and other offerings. To learn more go to www.comm-pass.com; and click on the \$ave\$mart logo or visit the OSD website: www.mass.gov/osd.

OSD Programs

Supplier Diversity Certification Unit

The Massachusetts Supplier Diversity Office Certification is the process by which the Supplier Diversity Office (SDO), reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state statutes and regulations. SDO Certification Unit reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state statutes and regulations. SDO reviews applications or certifications as: Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Minority Women Business Enterprises (M/WBE), and Minority or Women Non-Profit Organizations (M/NPO and W/NPO). Please see the detailed information available in the OSD Program section of this booklet.

Commonwealth Print Services (CPS)

Commonwealth Print Services offers printing and digital photocopying to all state, municipal and private entities. They offer free cost estimates, a dedicated staff and state-of-the-art design software equipment to meet all your needs. CPS offers pick-up and delivery service. Please see the detailed information available in the OSD Program section of this booklet.

Comm-PASS – Online Procurement Record System

OSD manages and maintains the Commonwealth Procurement Access and Solicitation System (Comm-PASS). This is Massachusetts' exclusive online procurement record management system. Established in 1996 and completely replaced in 2004, it made Massachusetts the first state in the nation to provide bid access exclusively via the Internet. All records posted on this system are accessible via the Internet to anyone at no charge. All Public Entities within the Commonwealth may become a member of Comm-PASS free of charge, simply by contacting the Comm-PASS helpdesk. For more information please visit the Comm-PASS website at www.comm-pass.com.

Construction Reform Program

The Construction Reform Program is charged with educating and monitoring the 351 municipalities that make up the Commonwealth regarding Construction Reform Law, Chapter 193 the Acts of 2004. For more information please refer to the OSD Program section of this booklet.

Connecting Your Business to the Commonwealth

A free training program for the business community is provided by the Operational Services Division (OSD), Supplier Diversity Program (SDP), and Supplier Diversity Office (SDO). During this one-day workshop, participants will learn the Commonwealth's procurement process for goods and services on Statewide Contracts. They will also learn the American Recovery and Reinvestment Act (federal stimulus funding) procurement and grant opportunities, Comm-PASS (the Commonwealth's e-Procurement System), marketing information for government entities, Supplier Diversity Office certification and programs and services as well as the certification process, the SDP programs that support and provide training for SDO certified vendors and more.

Disadvantaged Business Enterprise Supportive Services (DBE-SS)

Disadvantaged Business Enterprise Supportive Services (DBE-SS) is a multi-phase instructional and goal driven program, funded by the Federal Highway Administration, aimed at increasing the number of DBEs that are ready, willing and able to compete successfully for transportation/highway construction projects. The DBE SS Program consists of classroom components, technical assistance; meet the vendor events, networking opportunities, services matching assistance between subcontractors and primes, and access to trainings on procurement opportunities.

Environmentally Preferable Products (EPPs)

The Environmental Purchasing Program at the Operational Services Division is responsible for coordinating the state's efforts to increase the purchase of environmentally preferable products (EPPs). EPPs are commodities and services that contain recycled materials, minimize waste, conserve energy or water, contain less toxic materials or provide other environmental or public health benefits. For more information please visit the EPP webpage <http://www.mass.gov/epp>.

MASSbuys EXPO

Announcing the 2013 MASSbuys EXPO - Thursday, May 2nd 2013

Given the success of the 2012 MASSbuys EXPO, we are excited to announce that the date of the largest Business to Government trade show in Massachusetts is officially set! Save the date for the highly anticipated 2013 MASSbuys EXPO – Thursday, May 2nd 2013 at the DCU Center in Worcester, MA. Designed exclusively for Commonwealth Statewide Contractors and public purchasing and procurement officials, this event provides the one-of-a-kind opportunity to network with both public procurement officials and the supplier community. Our products exposition provides an opportunity to discover the latest

products and services available on Statewide Contracts. The educational component of the event covers the latest in Strategic Sourcing best practices, supplier diversity, and resources and skills to help to improve job performance and to increase cost savings. The impact of the 2012 MASSbuys EXPO was remarkable for both the business and purchasing community and this year promises to exceed expectations!

Massachusetts Surplus Property Program

The OSD Surplus Property Program includes items such as office equipment, computer equipment, furniture, vehicles, building materials and more that exceed a department's need. Items are available to departments, municipalities and certain non-profits. To find out more about this valuable program, visit our website at www.mass.gov/osd and click on the Surplus Property link.

Small Business Purchasing Program (SBPP)

The Small Business Purchasing Program (SBPP) is responsible for ensuring state compliance with Executive Order 523 designed to support the existence and growth of small businesses in Massachusetts by directing state spending for non-construction goods and services to eligible Massachusetts small businesses. For more information please visit the SBPP website: www.mass.gov/sbpp.

Supplier Diversity Office (SDO)

The Massachusetts Supplier Diversity Office (SDO) services minority and women-owned businesses in the Commonwealth of Massachusetts. SDO has the responsibility to certify businesses that meet certain criteria. SDO certification is a marketing tool used to enhance a firm's ability to do business in public and private markets. Although certification does not guarantee that a business will be successful every time it bids, it may add a competitive edge to a bid. The Commonwealth of Massachusetts spends more than \$4 billion each year doing business with firms.

Supplier Diversity Program (SDP)

The Supplier Diversity Program's mission is to increase business opportunities for M/WBEs and diversify the workplace. For more information contact the SDP Help Desk e-mail sdp@state.ma.us. Please visit the website at www.mass.gov/sdp. More detailed information is available in the OSD Program section of this booklet.

Training, Outreach and Marketing

OSD offers training related specifically to Comm-PASS and Procurements in accordance with 801 CMR 21.00 regulations. For current course offerings, visit the OSD Training website at www.mass.gov/osd. Trainings may also be requested for a specific topic, and on-site presentations are available based on resources. For more information contact Barbara Miller, at 617-720-3148 or email barbara.miller@state.ma.us. The OSD's Outreach Department is comprised of a group of highly skilled professionals who have proven expertise in helping businesses of all sizes across the Commonwealth understand how to conduct business with the state. A blended approach of distance learning and instructor-led training is used to deliver the free training opportunities listed in detail on the [online schedule](#). In addition, we provide Statewide Contract educational sessions. These sessions provide information, education and training on specific Statewide Contracts. These sessions are free of charge and available for all eligible entities to attend. For a listing of current sessions, go to the Outreach [upcoming scheduled events](#) section of the OSD website.

OSD Publications

Emergency Response Supplies, Services and Equipment Booklet

This booklet is designed to be a reference guide for departments to obtain specific supplies, services and equipment for emergency and non-emergency situations. Referenced at the beginning of the contract section is the “Emergency Standby Services” contract, which is only available under emergency situations. However, contractors may extend their services based on regional situations. This is located on the OSD homepage under Publications and Reports.

EPP Buyer Update

The EPP Update provides current information on environmental products and services. It is published by the staff in the Environmentally Preferable Products (EPP) Procurement Program and provides links to new Statewide Contracts for EPPs, information on upcoming events, environmental purchasing tips for office, facility or school, and answers to readers' questions. Subscription is available via our online form.

Massachusetts Statewide Contracts for Healthier Schools

This booklet is designed to help schools tap into the resources established by the OSD to achieve two goals: (a) help schools comply with the key environmental, health and safety regulations; (b) help schools go beyond compliance and make significant strides towards making their environment a healthier place for the students.

OSD Event Calendar

The [on-line OSD Event Calendar](#) provides one-stop shopping to learn about upcoming trainings, informational sessions and other events available for eligible entities from OSD. Visit the OSD website for additional details.

OSD Training Catalog

OSD's Training, Outreach and Marketing Team mission is to provide state agencies, authorities, cities/towns, regional school districts, county officials and other eligible entities with a wide variety of training including: procurement policy, OSD's programs and services, Statewide Contracts and Comm-PASS (the Commonwealth's e-procurement system). Visit our [online training catalog](#) for course descriptions and upcoming offerings.

Recycled and Environmentally Preferable Products and Services Guide for State Contracts

This guide provides up-to-date details on existing state contracts for EPPs, including contract terms, vendor names and numbers, and pricing, when available. In addition, information on how to use state contracts, tips on writing green specs, definitions, and model buy recycled policies are included. Download or view a complete version at www.mass.gov/epp using the link titled, [Download Publications, Reports and Tools](#).

Information on OSD and OSD Designated Statewide Contracts

Clothing, Uniforms and Related Supplies

Strategic Sourcing Services Lead: Ronald L. Whitaker
Telephone Number: 617-720-3112
Fax Number: 617-727-4527
E-Mail Address: ron.whitaker@state.ma.us
Category Description: Clothing and apparel, uniforms, footwear and related accessories.



MAJOR CONTRACTS

CLT07 Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies

THINGS YOU NEED TO KNOW

The Clothing Contract includes fourteen (14) categories: Uniforms, Athletic Wear, Footwear, Hosiery, Hospital Wear (Health Care & Patient Care Apparel), Nightwear, Outerwear, Underwear, Hygiene, Clothing Rental, Environmental, Miscellaneous, MA State Police – DOC Specialty Items and Connecticut State Police – Stratton Hats. Hygiene supplies include, but are not limited to, personal care products such as soaps, hair care products, and feminine hygiene items. Miscellaneous items include, but are not limited to, dry cleaning services, embroidery, silk-screening, tailoring and other value added services/products. For complete details please review the OSD Contract User Guide on the forms and terms tab in Comm-PASS.

The Clothing Contract has been developed as a multi-state contract with Connecticut with opportunities for other states to join.

FAQ'S

Q. Can I use the Clothing Contract to tailor the service to my facility?

A. Yes, and it's suggested that departments having such specific needs meet with one or more vendor to identify the department's specific requirements to determine which vendor can offer the best service at the best price.

Q. What options are available with the service?

A. The buying power of the Commonwealth to control costs under CLT07 is covered under a number of options and structures within the contract:

- Pricing is based on a manufacturer's cost to a distributor and their applicable cost above that,
- Discounts are available through volume discounts,
- Contractors will be offering \$ave\$mart Savings at various times during the year,
- Prompt Payment Discounts are available with payment terms from 10 days to 30 days,
- Product samples are available for evaluations,
- Vendors could hold inventory with released dates for large orders with an agreement,
- Published rates are ceiling rates and requests for competitive quotes could reduce final prices.

Energy Commodities and Services

Strategic Sourcing Services Lead: James Ferri
Telephone Number: 617-720-3168
Fax Number: 617-727-4527
E-Mail Address: james.ferri@state.ma.us
Category Description: Fuel Commodities



MAJOR CONTRACTS

ENE29 #4 and #6 Residual Fuel

ENE31 Unleaded Gasoline

ENE32 Ultra Low Sulfur Diesel

ENE33 Bio Diesel

ENE35 Propane

ENE34 No. 2 Heating Fuel

THINGS YOU NEED TO KNOW

ENEFY13 Daily Index Pricing – Regarding the above fuel commodities, the Daily Index Pricing for FY13 is located at <http://www.comm-pass.com>. Search under contract No. ENEFY13. The daily commodity pricings for each day are located under the “Forms & Terms” tab.

ENE29 #4 and #6 Residual Fuel - This contract contains TWO vendors:

- Global Montello Group (Zones 1 – 4)
- Sprague Energy (Zones 5 – 8)

ENE31 Unleaded Gasoline - This contract contains ONE vendor:

- Global Montello Group (Zones 1 -8)

ENE32 Ultra Low Sulfur Diesel - This contract contains TWO vendor(s):

- Global Montello Group (Zones 1,2,3,4,5,7,8)
- Taylor Oil (Zone 6)

ENE33 Bio Diesel - This contract contains ONE vendor:

- DK Burke (Zones 1 -8)

ENE34 No.2 Heating Fuel - This contract contains FIVE vendors:

- East Coast Petroleum (Zones 1, 3)
- Global (Zones 2, 5, 8)
- Peterson Oil (Zone 4)
- East River Energy (Zone 6)
- FL Roberts (Zone 7)

ENE35 Propane - This contract contains ONE vendor:

- E. Osterman (Zones 1 – 8)

FAQ'S

Q. When should an entity contact vendors if they wish to join the #2 Heating Oil contract?

A. You should inquire about joining between July-September, prior to the upcoming heating season. Once the heating season starts (October), new accounts will only be added at the discretion of the vendor. To find out the details of the contract, first you should go to www.comm-pass.com and search for the ENE34 Contract. Once in the information section, you would look under the “Forms & Terms” tab to read the most current OSD Contract User Guide regarding the use of the Contract, then go to the “Vendors” tab and select a vendor. New accounts are required to join for the entire heating season. This is not a fixed-price contract. As with all State Fuel contracts it is market-based with prices changing daily. If you have any difficulty, contact the Strategic Sourcing Services Lead for assistance.

Q. Can any Eligible Entity use the Vehicle Fuel contracts currently in place?

A. The fuel contracts are open to all Eligible Entities under the following conditions, Entities which elect to utilize these Contracts are required to purchase for twelve months. Each contract regarding fuel is awarded by a specific zone. You should first find out what zone you are currently in by your town. You can find out the information by going to the specific contract in www.comm-pass.com. You will find the OSD Contract User Guide located under the “Forms and Terms” Tab. This document will provide you with information on zones, awarded vendors and current pricing. These are not fixed-price contracts, as with all statewide fuel contracts, they are market-based with prices changing daily.

Q. What if I need fuel for my boat and there are no vendors on Statewide Contract available in my area?

A. Fueling up at a boat docks are not covered under these Contracts. If the marina accepts the Statewide Fuel Card (PHH), Contract VEH33 departments may use this. If not, you will need to conduct your own procurement. The bulk fuel contracts require that the purchasing entity have fuel tanks, which the vendor can deliver to.

Facilities – Lawns & Grounds Equipment, Parts & Services

Strategic Sourcing **Betty Fernandez**
Services Lead:
Telephone Number: **617-720-3133**
Fax Number: **617-727-4527**
E-Mail Address: betty.fernandez@state.ma.us
Category Description: Lawns & Grounds Equipment, Parts & Services



MAJOR CONTRACTS

FAC71 Lawns & Grounds Equipment, Parts & Services

THINGS YOU NEED TO KNOW

FAC71 Lawns & Grounds Equipment Parts & Services – The statewide contract for Lawns & Grounds Equipment, Parts & Services FAC71 has been renewed through August 31, 2014 with those contractors identified on Comm-PASS (www.comm-pass.com). Detailed contract information may be obtained under the “Forms & Terms” tab and Contractor’s pricing information may be obtained under the “Vendor” tab at bottom of the vendor detail page.

The new and improved “Contract User Guide” providing contract details and guidance is available under the “Forms & Terms” tab of Comm-PASS (www.comm-pass.com).

FAQ'S

Q. Should my department be paying for additional freight charges and fuel surcharges?

A. Contractors on any Statewide Contract are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. Can a department purchase any other type of equipment not specifically identified and listed on the contractor’s award price sheet?

A. Yes, users may purchase any other type of equipment not specially identified on the contractor’s award price sheet as long as it falls under the scope and description of the contract and the contractor’s award.

Q. Are there any additional discount offers other than Prompt Pay Discount available under this contract?

A. Yes, some contractors do offer additional discounts such as Volume Purchase Discounts and Dock Delivery Discounts. Please refer to the “Contractors Award Information 2012-2014” listed under the “Vendor” tab of Comm-PASS (www.comm-pass.com) to determine which contractors offer the additional discounts.

Q. Are there any Selections of Environmentally Preferable Products (EPP) equipment available under this contract?

A. The contract does offer a Selection of EPP Equipment – The contract does provide equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Facilities – Moving Services

Strategic Sourcing Services Lead: Peter Etzel
Telephone Number: 617-720-3397
Fax Number: 617-727-4527
E-Mail Address: peter.etzel@state.ma.us
Category Description: Facilities Moving Services/State Surplus Disposal Services



MAJOR CONTRACTS

FAC78 Moving Services/State Surplus Disposal Services

THINGS YOU NEED TO KNOW

FAC78 Moving Services, State Surplus Disposal Services - All moving services are covered under the Prevailing Wage Law. Eligible Entities must request their own Prevailing Wage for each moving job and provide them to vendors from whom they request quotes. Please make sure you receive a certified payroll form when the move is completed. Please keep the certified payroll form in your procurement file.

Facilities Tradesperson, Repair and Maintenance

Strategic Sourcing Services Manager: William Funk
Telephone Number: 617-720-3329
Fax Number: 617-727-4527
E-Mail Address: william.funk@state.ma.us
Category Description: Goods and services related to the maintenance and facilities operations.



MAJOR CONTRACTS

FAC70 Tradesperson-Repair and Maintenance Services (includes 26 Trades)

THINGS YOU NEED TO KNOW

There are **IMPORTANT CHANGES TO FAC70 Tradesperson, Repair and Maintenance. (1) AT THIS TIME THIS CONTRACT IS OPTIONAL BY: Executive Branch Agencies, Eligible Entities and Municipalities pending the completion of its review by the FAC70 Working Group.** (2) Please be advised all projects under FAC70 must be less than \$10,000. For current information visit Comm-Pass www.comm-pass.com under the contract FAC70. (3) This Statewide Contract covers the activities of Tradespeople for Equipment Repair and Maintenance ONLY and is a labor rated contract (not a supply contract). (4) The use of sound business practices for the procurement of construction, reconstruction, installation, demolition, maintenance or repair of a building by a public agency, estimated to cost less than \$10,000, you must keep a record that should include at a minimum the name and address of the person from whom the services were procured. (5) All FAC70 sections fall under the Prevailing Wage Law; users of this contract must receive a certified payroll record after completion of a job to making payments.

The following is excluded from this contract:

- Travel Charges, fuel charges, zone fees,
- Fire Alarm Panels, installation, service or repair,
- Fire Alarm Testing and Monitoring Service,
- Fire Suppression System, installation, inspection, service or repair
- Sprinkler Installation, inspection, service or repair

There is no Statewide Contract for these services listed below. Users of this contract must do their own procurement and adhere to their own procurement regulations.

- Fire Alarm Panels, installation, service or repair
- Fire Alarm Testing, Testing and Monitoring Service
- Fire Alarm Suppression System, installation, inspection, service or repair
- Sprinkler Installation, inspection, service or repair

However, should a department issue a contract that other departments may use OSD should be notified for reference.

FAQ'S

Q. Under FAC70 Tradesperson Repair and Maintenance is there prevailing wages?

A. Yes, prior to requesting services from a vendor should you mutually acknowledge that all tradesperson jobs are prevailing wage. You must receive a certified payroll form after the job is completed to make a payroll payment. However, payroll should not be held up pending the certified payroll form but it must be on file.

Q. When using the FAC70 contract, is there a charge when getting estimates?

A. No, when you contact a vendor and explain you are requesting an estimate and have indicated you are using the Statewide Contract, the vendor must provide estimates FREE of charge.

Q. Some vendors are charging fuel surcharges. Is this allowed?

A. No. while recent gas price increases have certainly impacted every gas consumer, there are no provisions in this Statewide Contract that allows for a fuel surcharge.

Q. What is the maximum mark-up for materials purchased to accomplish the agreed upon repairs?

A. The ceiling mark-up on material is 7% above cost.

Facilities & Environmental Services

Strategic Sourcing Services Lead: Dmitriy Nikolayev
Telephone Number: 617-720-3351
Fax Number: 617-727-4527
E-Mail Address: dmitriy.nikolayev@state.ma.us
Category Description: Testing, Consulting and Related Services necessary for the assessment and mitigation of environmental concerns; commodities and services with environmental components for the maintenance and operation of buildings and real property.



MAJOR CONTRACTS

- FAC33 Solid Waste and Recycling Services** 
- FAC53 Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response** 
- FAC59 Green Cleaning Products, Programs, Equipment & Supplies**  (procurement contact MARCIA DEEGLER)
- FAC60 Environmental Diagnostic Testing and Monitoring Services** 
- FAC63 Carpet & Flooring Products** 
- FAC65 Water Treatment & Chemicals and Alternate Treatment Systems** 
- FAC66 Outdoor Landscaping Application Products** 
- FAC73 Asbestos, Lead and Mold Analysis**
- FAC74 Pest Control Services** 
- FAC76 Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment**
- FAC77 Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services** (does not include playground equipment, which will be covered by a separate future procurement) 
- Designated Statewide Contract**
- FAC55 Designated DEP Imprinted Trash Bags**
- FAC56 Designated DCAM Demand Response Services** 
- FAC61 Designated DEP Recycling Containers & Compost Bins**
- FAC68 Designated DCAM Renewable & Alternative Energy Portfolio Standards Services**

THINGS YOU NEED TO KNOW

Learn more about purchasing Environmentally Preferable Products (EPP) and services at www.mass.gov/epp.

FAQ'S

Q. Is there a Statewide Contract for asbestos, lead and mold abatement and removal?

A. There is no contract for these services at the moment. Departments must follow the requirements of MGL Chapter 149 to issue their own procurements for such services.

Q. What is Integrated Pest Management (IPM)?

A. IPM is a systematic strategy for managing pests which considers prevention, avoidance, monitoring and suppression. Where chemical pesticides are necessary, a preference is given to materials and methods which maximize public safety and reduce environmental risk.

Q. Why do I need to implement IPM?

A. Pesticides, because they are toxic by definition, present a public health, safety and environmental concern. At the same time, the pests these chemicals control may also pose serious health risks or damage buildings or products. IPM has been

found by many experts (from pest control contractors to environmental groups) to be the best means of balancing the need for pest control with the concerns of pesticide use.

In accordance with the Act Protecting Children and Families from Harmful Pesticides (Chapter 85 of the Acts of 2000), all Massachusetts schools, day care centers, and school aged programs are required to develop both an indoor and outdoor IPM plan. Furthermore, Executive Order 403, the Governor required that all state agencies adopt and implement IPM programs in all facilities owned and managed by the Commonwealth.

Q. What do I do with computers or other electronic equipment my organization no longer needs?

A. Please follow the requirements of your internal surplus property management system first (for Massachusetts executive agencies, this means contacting the State Surplus Property Program – access www.mass.gov/osd and click on Surplus Property link). Once the Surplus Property Program makes a determination that no other eligible organization or individual has a need for your equipment, please contact vendors on Statewide Contract FAC53 Category 7, who will pick up the equipment and recycle it in an environmentally sound fashion. Executive state agencies are advised not to use organizations that provide free pick up of electronic equipment, because OSD/MassDEP may not have reviewed their recycling process, security guidelines and other aspects of their business operations.

Facilities – Janitorial Services

Strategic Sourcing Max Feldpausch
Services Lead:
Telephone Number: 617-720-3105
Fax Number: 617-727-4527
E-Mail Address: max.feldpausch@state.ma.us
Category Description: Janitorial Cleaning Services related to Commonwealth and Eligible Entity facilities.



MAJOR CONTRACTS

FAC67 Janitorial Services, Environmentally Preferable

THINGS YOU NEED TO KNOW

This Statewide Contract for Janitorial Services is posted on Comm-PASS and active through 12/17/12 for all Eligible Entities to use. This contract offers excellent opportunities for competitive pricing and savings. The implementation of this contract offers universal reduced percent mark ups over Prevailing Wages that is competitive for all Commonwealth public facilities.

FAQ'S

Q. How does this Statewide Contract meet the needs of all Commonwealth facilities and Eligible Entities?

A. To serve the needs of the Commonwealth, FAC67 has qualified vendors that received awards by specific Regions or Statewide coverage. The awards include small and large businesses that have met the requirements and standards through an RFR process that guarantees their operations will protect human health, meet required safety standards and support sustainability in the environment. The "pricing" aspect of this contract relates to a markup over State Prevailing Wages and each vendor provided competitive mark ups during the bid process. The markup percent will be honored by each vendor for any RFQ requested by Commonwealth entities through and resulting site visits.

Q. As an end user how do I know that a Contractor for Janitorial Services is qualified?

A. Professional industry guidelines have been established for janitorial service and the SSL has established standards for Bidders to adhere to in accordance with such standards. While these standards are helpful it is suggested that hiring entities further determine the qualifications of any janitorial service hired for their specific project. The RFQ process further ensures that site visits and efficient work loading result in competitive responses.

Q. Are there green standards that this contract supports?

A. Yes, the Contractors under this Statewide Contract are cognizant and supportive of environmental standards for supplies, equipment used and practices that must take place under this contract.

Food and Groceries and Related Services

Strategic Sourcing Services Lead: Betty Fernandez
Telephone Number: 617-720-3133
Fax Number: 617-727-4527
E-Mail Address: betty.fernandez@state.ma.us
Category Description: Food & Groceries (i.e. meat, produce, dry commodities, water, paper and janitorial products) and related products such as dairy, bakery, food service supplies and equipment and catering services.



MAJOR CONTRACTS

- GR014 Prime Grocer 
- GR015 Program Evaluator for Food, Grocery and Related Services
- GR027A General Catering 
- GR027B General Catering with Conference Space 
- GR027C General Catering, Conference Space, Hotel Room Accommodations 
- GR023 Dairy Products 
- GR026 Bottled Water, Emergency Bottled Water, Water Filtration Services and Reverse Osmosis with Related Supplies and Services 
- GR028 Baked Goods 
- GR029 Foodservice Supplies & Equipment, Institutional Commercial Grade – Large & Small with Related Maintenance and Services

THINGS YOU NEED TO KNOW

Prime Grocers GRO30 – new Request for Response for Prime Grocers GRO30 is currently being developed by the Strategic Sourcing Services Team (SSST). The Prime Grocers GRO30 once awarded by 1/1/13 will be replacing the current Prime Grocers GRO14 statewide contract.

New and improved “Contract User Guide” providing details and guidance for users is now available on the Comm-PASS (www.comm-pass.com) website under the “Forms & Terms” tab for the following contracts: GRO23 Dairy Products, GRO26 Bottled Water, GRO27A, GRO27B, GRO27C Catering Services, Conference Space & Hotel Room Accommodation, GRO28 Baked Goods, GRO29 Foodservice Supplies and Equipment

FAQ'S

Q. Do user departments have to sign any additional agreements and/or contracts with contractors under the GRO27C Catering, Conference Space, and Hotel Room Accommodation when booking an event?

A. Departments are not required to sign any additional agreements and/or contracts with any contractors when booking an event, but should evaluate the agreement and/or contract and determine if it is in the department’s best interest to sign the agreement and/or contract when booking the event.

Q. Should my department be paying for additional freight charges and fuel surcharges?

A. Contractors on any Statewide Contract are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. What products can I purchase from the Prime Grocers (GRO14) contract?

A. The one stop shop Prime Grocers (GRO14) contract provides a variety of different products which include canned goods, meats, deli meats, some fresh produce, some dairy and non-foods items. Cleaning detergents and cleaning products are STILL

available under the GRO14 contract. Monthly food and the annual non-food order guides are posted and available under the "Vendor" tab for departments on our Comm-PASS www.comm-pass.com website.

Q. Is there a cooler rental fee required for bottled water coolers under GRO26?

A. There is NO FEE for Standard coolers, but if a user department requires a refrigerator cooler, a rental fee will apply.

Q. Can I get a Reverse Osmosis (RO) system installed in my building?

A. These systems can be installed in any building with a piped-in water supply, but the building's manager must agree to the installation.

Q. The water in my town has a lot of permanganate in it; will the RO water system remove it?

A. The system will remove permanganates, lead, all bacteria and most other contaminants.

Q. How much money will it cost us to get a system installed?

A. There is no cost to have the system installed.

Q. Will this cost us more money than the traditional water coolers with the 5 gallon bottle?

A. The water system will probably cost you less. To find out, multiply the number of water bottles you use in a month times the cost per bottle. For the water system, select the monthly cost per cooler and multiply that times the number of coolers you will have. Compare the two amounts.

Healthcare Commodities and Services

Strategic Sourcing Services Lead:
Telephone Number: 617-720-3397
Fax Number: 617-727-4527
E-Mail Address: peter.etzel@state.ma.us
Category Description: Pharmaceuticals; Vaccines; Medical Commodities and Equipment; Dental Commodities and Equipment; Laboratory Products; Maintenance and Repair of Medical, Dental & Laboratory Equipment; Gases Medical, Laboratory & Industrial; Medical Lab Tests.



MAJOR CONTRACTS

HSP30/37 (pending) Gases Cylinder Related Equipment and Supplies
HSP31 Dental Supplies Equipment and Related Services
HSP32 Healthcare Equipment Furniture Furnishings and Related Services.
HSP33 Medical Commodities
HSP34 Lab Supplies and Minor Equipment with K-12 Scientific Ed Category
HSP35 Lab Major Equipment Furnishings and Related Services
HSP36 GPO for Medical Commodities & Equipment
MED38 Pharmaceutical Prime Vending
MED39 Pharmaceutical GPO
MED43 Influenza Vaccine for the 2012 – 2013 Flu Season
MED44 Reference Laboratory Testing

THINGS YOU NEED TO KNOW

HSP37 Gases Cylinder Related Equipment and Supplies

HSP37 has one Vendor: Airgas. State Net Price Lists with prices and other pricing information is attached as files under the Vendor Tab of the Contract on [Comm-PASS](#). The Net prices are fixed for 3 years. The Contract has no cylinder rental fees or hazmat charges. In addition to Medical gasses, all types of scientific laboratory and industrial gases such as acetylene should be purchased from the Contract. Propane used to heat buildings may not be purchased from this Contract. Frozen Carbon Dioxide as Dry Ice may be purchased from Airgas. Equipment and Supplies used to handle, store and facilitate the use of gas cylinders may be purchased from the Contract. Further information is located on [Comm-PASS](#).

HSP31, Dental Supplies Equipment and Related Services

This Statewide Contract is for the purchase of Dental Supplies, Equipment and Related Services that are used in the provision of dentistry. Henry Schein received awards in all six categories and can essentially supply everything needed in dentistry. The other vendor, Door to Door Dental, was awarded in Category 1 and can supply basic dental commodities. Please check the Contract area of [Comm-PASS](#) for details.

HSP32/38 (pending), Healthcare Equipment, Furniture, Furnishings and Related Services

The HSP32 Statewide Contract ends 2/28/13 and a solicitation for its replacement HSP38 is posted on [Comm-PASS](#). The Statewide Contract has seven Vendors and is for the purchase of Healthcare Equipment, Furniture, Furnishings and Related Services used in all healthcare facilities and settings. This would include all types of equipment used in the provision of health care including physical, occupational and rehabilitative therapy such as: hospital beds, exercise equipment, stretchers, operating room equipment, scopes, exam tables, wheelchairs, patient lifts, shower trolleys, bathing systems, EKG machines, defibrillators (AEDs), respirators, ventilators, crash carts, medicine carts, x-ray and radiology imaging equipment, scales, exam lights, phlebotomy chairs, ophthalmology equipment, bariatric equipment, related parts, etc. The inclusion of Healthcare Furniture would be furniture designed and suitable for use within a healthcare facility such as patient/client room furniture and furniture for use in common areas where patients/clients will be present. The inclusion of Healthcare Furnishings would include, but is not limited to, such items as cubicle curtains, window treatments, railings, lighting, signage or any type of furnishing used in a healthcare facility. Related services would include but are not limited to, design, installation, and repair &

maintenance agreements entered into at time of purchase. The SWC is divided into three separate and distinct categories with each category having its own Vendors and a distinct and separate acquisition process detailed in the OSD Contract User Guide that must be followed. Category 1 – Healthcare Equipment, Furniture and Furnishings for general use. Category 2 – Custom Fitted Healthcare Equipment that is custom fitted to a specific patient/client such as custom fitted wheelchairs, custom fitted adaptive equipment. Category 3 – X-ray and Radiology Imaging Equipment. Please check the Contract area of [Comm-PASS](#) for details.

HSP33 Medical Commodities

This Statewide Contract is for the procurement of medical and surgical supplies and low cost of disposable equipment routinely used in the provision of health care, exclusive of pharmaceuticals. This contract provides State Net Price Lists with product descriptions and fixed prices for the majority of items a Purchasing Entity is likely to purchase. The State Net Price Lists for each Vendor is located under the Vendor Tab of [Comm-PASS](#) as attached Excel files. For more details about the contract, please visit the OSD Contract User Guide posted on Comm-PASS under the “Forms and Terms” tab. The Comm-PASS Contract Document Number is HSP33. Please check the Contract area of [Comm-PASS](#) for details.

HSP34, Lab Supplies and Minor Equipment with K-12 Scientific Educational Category Designed for K-12 Schools

This Statewide Contract is for the purchase of laboratory supplies minor* equipment and furnishings that are used in a healthcare or scientific type laboratory which would include but is not limited to clinical, environmental, and educational settings. Items costing more than \$50,000 are not covered under the scope of the HSP34 Contract and may not be sold. The type of items to be purchased would commonly be found in a catalog or a price list. The installation and setup of minor equipment and furnishing will be covered under the Contract. *Minor is defined as costing less than \$50,000. Please check the Contract area of [Comm-PASS](#) for details.

HSP35 Lab Major Equipment Furnishings and Related Services

This Statewide Contract is a pre-qualified vendor contract is for the purchase of major laboratory equipment laboratory furnishings and related services. This contract will be used for major purchases costing \$50,000 or more but at the discretion of the Purchasing Entity may be used for purchases of a lesser value. In all cases a special HSP35 RFQ process must be followed. The SWC encourages the use of a Total Cost of Ownership (TCO) model. Please check the Contract area of [Comm-PASS](#) for details.

HSP36, GPO for Medical Commodities & Equipment the GPO stands for Group Purchasing Organization

The Commonwealth selected MHA, a private GPO, to establish the costs of many products purchased from distributors on HSP33, the Medical Commodities Contract, and to quote direct pricing from many equipment manufacturers through the HSP32 RFQ process for medical equipment with the manufacture being paid directly. MHA has thousands of hospitals as members and provides us with substantial additional collective purchasing power. This contract is not loaded in MMARS as no direct purchases are made from the GPO.

MED38, Pharmaceutical Prime Vending has a single Vendor, Cardinal Health

The use of this contract is restricted to facilities having a licensed pharmacy or being serviced by the State Office for Pharmacy Services. Please check the Contract area of [Comm-PASS](#) for details.

MED43/45 (pending 2013-2014 Flu Season), Influenza Vaccine 2012 - 2013 Flu Season

The MED43 Statewide Contract ends 2/28/13 and a solicitation for its replacement MED45 will be posted on Comm-PASS. The MED43 Influenza Vaccine is formulated for a single flu season and a finite amount of vaccine is produced. It is essential that orders be pre-booked with Vendors on the Contract early because later in the year, vaccine may not be available. For further information, please check the Contract area of [Comm-PASS](#) for details. In order to assist purchasing entities not familiar with purchasing influenza vaccine, a vaccine selector guide is located on the Forms and Terms tab of the Contract that specifies age ranges, vaccine type, manufacture and price. The details about each Vendors award are on the Vendor tab of the Contract.

MED44, Reference Laboratory Testing has a single vendor Quest Diagnostics

These are the tests that a healthcare facility sends out to a commercial lab for processing. Please check the Contract area of [Comm-PASS](#) for details.

IT Hardware and Services

Strategic Sourcing Services Lead:
Telephone Number: 617-720-3121
Fax Number: 617-727-4527
E-Mail Address: marge.macevitt@state.ma.us
Category Description: IT Hardware and related IT Services, low-voltage cabling, computer supplies and accessories, data entry services



MAJOR CONTRACTS

ITC02 Information Technology Term Leasing (Contact: Strategic Sourcing Services Manager, Tim Kennedy, 617-720-3102, tim.kennedy@state.ma.us.)

ITC44 IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement (Contact: Strategic Sourcing Services Lead, Maryellen Osborne, 617-720-3139, .)

ITC45 Telecommunications/Data Infrastructure Low-Voltage Cabling (Contact: Strategic Sourcing Services Manager, Tim Kennedy, 617-720-3102), tim.kennedy@state.ma.us.)

ITC47 Information Technology Hardware, Project Management, Integration and Maintenance (Contact: Strategic Sourcing Services Lead, Marge MacEvitt, 617-720-3121, marge.macevitt@state.ma.us.)

Designated Statewide Contract

ITC22 Designated DOE Data Entry Services (ITC22) (Contact: Strategic Sourcing Services Lead, Mary Anne Siok, 781-338-6502, mary-anne.siok@state.ma.us.)

THINGS YOU NEED TO KNOW

ITC44 is a participating agreement with the National Association of Procurement Officials (NASPO) and the Western States Contract Alliance (WSCA) for IT Hardware. Vendors awarded under this contract for use under ITC44 are Apple, Dell, Hewlett Packard and Xerox. The only commodities for which ITC44 may be used are Apple products and services, and printers. Apple and Xerox have been renewed Dell and Hewlett Packard printers and printer maintenance may be obtained from ITC47 until their ITC44 contracts have been renewed.

ITC45 includes prevailing wage labor and public purchasers are reminded to obtain certified payroll information from vendors in compliance with the Prevailing Wage Law. Prevailing wage rates are published under the Forms & Terms tab of ITC45 on [Comm-PASS](#).

ITC47 has replaced ITC16*, ITC16a and ITC36.

ITC47 began 4/1/2012 replaced ITC16, ITC16a, ITC36 and ITC44 except as specified under ITC44. ITC47 has many new features; prospective users are encouraged to visit the "Forms and Terms" tab of the contract to review the OSD Contract User Guide and key related documents. All requirements for soliciting quotes from these vendors were recently replaced with recommendations to solicit quotes if significant costs savings may result.

We invite you to participate on a Strategic Sourcing Services Team for IT Hardware. If you are interested or would like more information, please contact Marge MacEvitt, Strategic Sourcing Services Lead, by phone at 617-720-3121 or by email marge.macevitt@state.ma.us.

FAQ'S

Q. What contract can be used for purchasing computer supplies?

A. ITC47 Category 7, Supplies and Accessories, is the primary vehicle for these commodities. For convenience, eligible entities can also purchase limited quantities of some computer supplies and accessories from other statewide contracts and other Categories of ITC47. However, there was a lot of competition for the 3 places on the Supplies and Accessories Category of ITC47, and the winning vendor's offer very advantageous pricing.

Q. Can I purchase toner cartridges for my laser printer under ITC47 statewide contract?

A. In general, no. Laser printer supplies are excluded from ITC47 and are available under OFF32. Please see the Contract User Guide on the “Forms and Terms” tab of ITC47 for a possible exception to this rule. Thermal, dot-matrix, and inkjet printer supplies and accessories may be purchased under ITC47, Category 7 and in limited quantities under other contract Categories.

Q. How can my agency take advantage of ITC45 contract’s Volume Purchase Discounts (VPD) offered by Contractors?

A. Some of the ITC45 Contractors have agreed to offer eligible entities additional discounts when the Commonwealth of MA total aggregate purchase volume reaches identified dollar (\$) thresholds on all services and products ordered with the particular vendor. The chart identifying the Vendor’s VPD offering is included in the OSD Contract User Guide. Your agency only needs to engage the particular vendor offering the VPD to take advantage of these additional savings.

Q. Can I use statewide contract ITC47 for low-voltage cabling services?

A. There is a Statewide Contract for Low-Voltage Cabling Products and Services – ITC45. Use this contract for all non-construction, low voltage cabling projects. However, ITC47 Category 6 Contractors may provide premises cable runs that are “incidental” to the total number of existing or proposed cable run installations purchased by the contracting Eligible Entity. “Incidental” cable runs mean that the total number of links to channel cable does not exceed ten percent 10% of the total number of existing or proposed cable run installations or \$2500, whichever is less. In addition, see the Contract User Guide under ITC47 to understand when ITC47 vendors may provide services in “pass-through” mode (i.e. no markup) from other Statewide Contracts, including ITC45, to facilitate projects that would otherwise involve use of multiple Statewide Contracts.

Q. What can I purchase on the IT Hardware and Services Contract?

A. ITC47 has six Categories, as follows (there is no “Category 1”):

- Category 2 – Desktops, Laptops, Netbooks, Tablets
- Category 3 – Off-lease (used) computers, a NEW Category
- Category 4 – Storage Solutions
- Category 5 - Servers
- Category 6 – Project management, integration, maintenance, incidental hardware, sales of IT products from other ITC47 Categories and other IT-related Statewide Contracts. Reading the OSD Contract User Guide and additional documents on the “Forms & Terms” tab of ITC47 is essential to understanding use of this Contract.

Q. Can printers be purchased from the ITC47 contract?

A. Yes. Xerox printers may also be purchased from ITC44. Hewlett Packard printers may be obtained from ITC44 if Hewlett Packard has renewed their ITC44 contract at the time of the planned purchase, otherwise, ITC47 may be used.

Q. Can I purchase other brands of desktops, laptops, servers, and storage solutions than those offered by the OEMs (Original Equipment Manufacturers) under ITC47 Categories 2, 4 and 5?

A. No, Desktops, laptops and netbooks are available only from Dell, Hewlett-Packard and Lenovo. Storage Solutions are available from EMC, IBM, and NetApp Servers are available from Cisco, Dell, Hewlett Packard and IBM. Category 6 Contractors may resell OEM Equipment but the products must be identical models, brands and configurations offered under Categories 2, 4 and 5 by the OEM. Review the information posted on the Forms & Terms tab of Comm-PASS for additional information.

IT Software and Services

Strategic Sourcing Services Lead:
Telephone Number: 617-720-3121
Fax Number: 617-727-4527
E-Mail Address: marge.macevitt@state.ma.us
Category Description: Software and IT Services including consulting, software development, and other IT related services, but NO hardware.



MAJOR CONTRACTS

ITS09 - Reverse Auction Services

ITS19 - Oracle Maintenance and Support

ITS42 - Software Reseller Contract (primarily packaged "Shrink Wrap" software)

ITS43 IT Services (Consulting and Other IT Services –5 separate contracts)

THINGS YOU NEED TO KNOW

ITS09 Reverse Auction Contract: Available for municipalities in addition to State Agencies under certain circumstances. See OSD Contract User Guide regarding use of the contract by cities/towns.

ITS19 Oracle Contract

The contract includes a 47% discount on all Oracle licenses regardless of quantity purchased. All Massachusetts government agencies except municipalities can also use the GSA contract. Please see the OSD Contract User Guide for details. Oracle's name has changed to Oracle America Inc. (Vendor Line 3 on MMARS). The Oracle Contract has been renewed through 6/30/2014.

ITS42, Software Reseller Contract

Please review the OSD Contract User Guide as some contract usage requirements have changed as of late 2012. Contractors are Dell, SHI, and En Pointe. Quotes must be requested from ALL THREE vendors for orders over \$2,000, except for Microsoft products, which may be obtained only from Dell. Maintenance renewals no longer require seeking three quotes.

ITS43, IT Services in FIVE (5) Separate Contracts:

ITS43 Technical Specialist – For smaller companies, primarily doing project work

ITS43StaffAugCat1 – IT Services – Staff Augmentation General Purpose Contractors

ITS43StaffAugCat2a and 2b – IT Services – Staff Augmentation Lower Overhead Contractors

ITS43SolutionProviders – Includes larger companies and is project-oriented. These companies provide systems and software development, systems integration, and many other services

If this is your first time using ITS43, please review the OSD Contract User Guide as some contract usage requirements have changed during 2012. The OSD Contract User Guides for each of the contracts give important information on how each of the contracts can be used, which you can find at www.comm-pass.com under the "Forms and Terms" tab.

All ITS43 Contracts with the exception of Solution Providers will expire 6/30/2013. Work to replace these contracts started in the summer of 2012; if you are interested in participating on the Strategic Sourcing Services Team to design and procure replacement contracts, please contact marge.macevitt@state.ma.us

Q. How do I find a certain type of programmer or skill set from ITS43?

A. Specialties are listed for Technical Specialists and Solution Providers. This information is supplied on the spreadsheet attached to the "Vendor Listing" on the Vendor tab in [Comm-PASS](#) for these contracts. For Staff Augmentation, just identify your requirements and the contractors will look for suitable candidates.

Q. How do I find a vendor on ITS43 for the services I need?

A. First, determine whether you are looking for services which are in scope for ITS43. ITS43 covers only services which are primarily based on intellectual work done by information technology professionals. Excluded services include, document scanning, web hosting, automated network monitoring or any other service provided principally through an automated process, data entry, equipment maintenance, geographic data collection or other data collection which can be performed by non-IT professionals, standardized training courses, and application service provision. Many of these services are provided on Statewide Contracts; see the other IT Fact Sheets for more information. If the work is in scope for ITS43, determine whether you need Staff Augmentation services or Project-based Services. The difference is that with Staff Augmentation, you will pay an hourly rate for the hours worked by a contractor, and your agency will manage the contractor's activities. The contractor is paid by hours worked, not for accomplishments. With Project-based work, you establish specific deliverables and the cost of each deliverable. The vendor is only paid when the deliverable is accepted, regardless of how many hours they have worked. If you need Staff Augmentation services, use the templates found on [Comm-PASS](#) to post each opening. If you need project-based services, select at least three companies from Technical Specialists, or Solution Providers, and request quotes from each. You may use the subcategory and/or specialty listings as described above, or choose companies based on other criteria. Vendors are not limited to providing the specialties they have listed, as long as the services are within scope for ITS43. The "Statement of Work" on the "Forms & Terms" tab may be used to describe the project. You will not have all the information needed to complete the form, but you can use it to organize what you do know.

Q. How can I find an ITS43 vendor on the state contract?

A. Go to www.comm-pass.com, and choose "Search for Contracts" (at the bottom of the screen). Enter "ITS43" as the document number, and select Search. A link will appear toward the top of the page; click the link. Multiple contracts will be listed. Select the eyeglasses next to the contract you wish to access, and then select the Vendor tab. Select the underlined "Vendor Name" column heading to sort the vendors alphabetically.

Q. Can I purchase directly from a software vendor if they offer a lower price than Dell (formerly ASAP), SHI and En Pointe (the 3 ITS42 Software Resellers)?

A. Usually not, but there are sometimes exceptions. If another company offers a significantly better price, contact Marge MacEvitt, by e-mail with the exact name of the software, the manufacturer name, "model number" and version of the software, the lowest cost offered by an ITS42 Software Reseller, and the lower cost you were offered. Marge will contact the ITS42 Vendors to see if they can lower their price. If not, and the amount is significant, use the process defined in the 05-19 OSD Policy Memorandum to request permission to buy "off contract." If granted, you will need to use the appropriate procurement method to obtain the software. Executive Departments must include copies of this e-mail in their procurement files. If the amount spent over the useful life of the product will be over \$50,000, you will have to post the procurement on [Comm-PASS](#).

Q. What should I do if I post a Staff Augmentation opening on Comm-PASS and receive no viable responses?

A. Contact Marge MacEvitt, the Strategic Sourcing Services Lead via e-mail. Include the document number of the posting. She will investigate why no companies responded, and if it is the case that no ITS43 vendors can meet your requirements, you will receive an e-mail to that effect. You can then conduct the appropriate type of procurement to fill the opening; executive departments must keep a copy of this e-mail in their procurement files. If the reason no companies provided viable responses was that the maximum Rate Card rate allowed for the employment classification was too low, agencies may contact Ellen Wright (ellen.wright@state.ma.us) to obtain a Rate Card waiver.

Office, Recreational, Educational Equipment, Supplies and Services

Strategic Sourcing Services Lead: Maryellen Osborne

Telephone Number: 617-720-3139

Fax Number: 617-727-4527

E-Mail Address: maryellen.osborne@state.ma.us

Category Description: Office, Recreational and Educational Equipment, Supplies and Services.



MAJOR CONTRACTS

OFF20 Office, School and Library Furniture, Accessories and Installation, Statewide

OFF22 Postage Equipment, Supplies & Service/Maintenance

OFF27 Document Solutions – Micrographic and Imaging Equipment & Services

OFF28 Office Supplies, Recycled Paper and Recycled Envelopes (Contact: Strategic Sourcing Lead, Betty Fernandez, 617-720-3133, betty.fernandez@state.ma.us)

OFF30 Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories (Contact: Strategic Sourcing Services Manager, Tim Kennedy, 617-720-3107, tim.kennedy@state.ma.us)

OFF31 Small Package Delivery Services (Contact: Strategic Sourcing Services Lead, Charles Plungis, 617-720-3313, charles.plungis@state.ma.us)

OFF32 Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies

OFF33 Print, Copy & Mail Services and Printed Promotional Products (Contact: Strategic Sourcing Services Lead, Charles Plungis, 617-720-3313, charles.plungis@state.ma.us)

OFF35 Art & Instructional School Supplies

THINGS YOU NEED TO KNOW

OFF20 Office, School and Library Furniture, Accessories and Installation, Statewide is being extended through September 30, 2013.

OFF33 Print, Copy & Mail Services and Printed Promotional Products is the successor contract to OFF15 Print Services.

OFF35 Art & Instructional School Supplies is the successor contract to OFF24 Art & Instructional School Supplies.

FAQ'S

Q. For OFF20, if a vendor is on the contract for a specific sub-category, can I order any furniture items within that sub-category?

A. No. Each vendor is awarded specific manufacturer brands that they can sell within a specific sub-category. Please refer to the document "OFF20 BiddersMfgAwardsBySubCategoryUpdate6_08" published on [Comm-PASS](#) under the Forms & Terms tab for a listing by sub-category showing each vendor and the manufacturer brand(s) they were awarded and allowed to sell.

Q. For equipment leased on OFF27 (Category 1A – Microfiche and Microfilm Equipment or Category 2A - Imaging Equipment), do I need to sign the Contractor's lease agreement?

A. No. You must sign the OFF27 equipment confirmation form located under the "Forms and Terms" tab for OFF27 on the contract side of Comm-PASS. You can attach the internal lease document for the contractor to process, but you do not sign their paperwork.

Q. When I need to lease equipment on OFF32 for copiers, digital duplicators and facsimiles, do I need to sign their lease agreement?

A. No. You must sign the OFF32 equipment confirmation form located under the forms and terms tab for OFF32 on the contract side of Comm-PASS. You can attach the internal lease document for the contractor to process but you do not sign their paperwork.

Q. Where do I find all the prices for the vendors?

A. Most Office Contracts will have the pricing either under the vendor tab in Comm-PASS of the particular vendor's detailed Vendor Information view or on a website dedicated to the contract (website link found on the particular vendor's detailed Vendor Information view in Comm-PASS).

Q. Is data stored on the hard drives of the copiers? If so, what steps can be taken to ensure this data is erased?

A. Hard drives on digital copiers do store data and steps need to be taken to ensure that data is erased when the copier is returned to the vendor at the end of lease/life. Also, depending on the type of data and access controls at each copier location, an entity might want to consider securing the data on the hard drive while the copier is on site. There are several options for securing data that is stored on the hard drives of digital copiers. Details regarding these options are included in the OSD Contract User Guide located on the "Forms & Terms" tab under the OFF32 contract on [Comm-PASS](#).

Q. Do I have to get three quotes from Contractors on the OFF33 Printing contract?

A. For Category 1 Printing Services and Category 2 Copying Services, if you are an Executive Agency, the State Purchasing Agent (designated supervisor of state printing) directs that you use the in-house Commonwealth printing departments for production, copying and printing. All other eligible entities are strongly encouraged to follow this process as well. The process is that the Agency will get quotes from three OFF33 Contractors, one quote from each of the two in-house Contractors, Commonwealth Print Services (CPS) and MA Correctional Industries (MassCor), and one additional quote from another OFF15 Contractor. Another option is that an Agency may elect to go directly to one of the two in-house printers without obtaining three quotes. If the eligible entity is looking for basic copying services that are listed on the Category 2 cost sheet, then 3 quotes are not required.

For Category 3 Mailing Services three quotes are required. For Category 4 Printed Promotional Products, items that are not on the OFF33 Category 4 cost sheet require 3 quotes.

Q. Can vendors awarded under Category 1 or Category 2 submit quotes on print or copy jobs that also contain a mailing component?

A. Yes. Vendors awarded under Category 1 Printing Services and Category 2 Copying Services may submit quotes on jobs that also contain mailing. They may not, however, submit quotes for jobs that are strictly mailing.

Professional Services – Human Resource and Marketing

Strategic Sourcing Services Manager: William Funk
Telephone Number: 617-720-3329
Fax Number: 617-727-4527
E-Mail Address: william.funk@state.ma.us
Category Description: Service contracts for our professionals who work for the Commonwealth are the focus of the Professional Services category. There are three subdivisions: Human Resources, Finance Services, and Marketing. Professional Services includes many Statewide Contracts that are OSD designated to specific departments.



MAJOR CONTRACTS

PRF46 Management Consultants, Program Coordinators, and Planner Services

PRF48 Foreign Language Interpretation and Translation Services

PRF49 Enterprise Temporary Help Services

PRF50 Marketing, Advertising, Public Relations & Event Planning

THINGS YOU NEED TO KNOW

PRF46, Management Consultants, Program Coordinators, and Planner Services is a Statewide Contract that replaced PRF06. The contract offers new service categories to fulfill the changing needs of the Commonwealth, including the Environmental and Energy Categories.

PRF49, Enterprise Temporary Help Services This Statewide Contract became active January 1, 2012 and features one awarded contractor: The Resource Connection (TRC). PRF49 facilitates the acquisition of various types of Temporary Help Categories which include: Accountant Position, Accounting Support, Administrative Support, Customer Service, Data Entry Operator, Event Support, Graphic Designer, HR/Payroll Assistant, Legal Administrative Assistant, Light Labor, Light Industrial Labor, Medical Administrative Assistant, Paralegal, Office Support Technician, Receptionist and Telephonic Operator. PRF49 allows for Eligible Entities to obtain Executive Recruitment positions as well as Temporary Help at a discounted price. For any questions please contact the primary vendor, The Resource Connection, at 978-777-9333 or William Funk at 617-720-3329 or via email at william.funk@state.ma.us, otherwise additional guidance is available on [Comm-PASS](#).

PRF50 Marketing, Advertising, Public Relations & Event Planning replaced two former contracts for these same or similar services PRF33, (Marketing) which expired 2/29/2012 and PRF41 (Event Planning) which expired 2/29/2012. PRF50 includes Full Service Marketing Companies, New Media Companies, Public Relations Companies and Event Planners. Those companies receiving an award as a Full Service Marketing Company are qualified to provide and are expected to provide all such services defined in the contract. Engaging entities are expected to secure three bids through a Request for Quote (RFQ) from those companies they seek to conduct business with. The completed RFQs will be forwarded to OSD identifying the three quotes received and the selected winning quote. This will allow the OSD contract manager to maintain a file on savings achieved under this contract.

FAQ'S

Q. Under PRF50 if an advertisement is development by a department is the department required to have one of the PRF50 vendors handle the media placement?

A. No, Departments or other Eligible Entities may conduct their own media placement regardless of who developed the ad.

Q. If a vendor has received an award for Event Support are they allowed to coordinate the event?

A. No, Event Support is different from Event Planning which covers coordinating an event from start to finish. However, Event Support would allow the vendor to secure staffing for the event, graphics and related marketing.

Professional Services – Financial & Training Services

Strategic Sourcing Services Manager: William Funk
Telephone Number: 617-720-3329
Fax Number: 617-727-4527
E-Mail Address: william.funk@state.ma.us
Category Description: Service contracts for our professionals who work for the Commonwealth are the focus of the Professional Services category. There are two sub-divisions that are covered here: Finance and Training Services. Professional Services includes many Statewide Contracts that are OSD designated to specific departments.



MAJOR CONTRACTS

Designated Statewide Contracts

PRF08designatedOSC Ancillary Audit & Accounting Services (PCI Section being bid as PRF56designatedOSC)

PRF28designatedOSC Debit Collection Services (Being re-bid as PRF55designatedOSC)

PRF44designatedOSC Electronic E-Pay Services

PRF47designatedOSC Credit Card Services (previously PRF19designatedOSC)

PRF51 Training Services (Contact: Strategic Sourcing Services Manager, Peter Etzel, 617-720-3397, peter.etzel@state.ma.us)

THINGS YOU NEED TO KNOW

PRF08designatedOSC Ancillary Audit & Accounting Services: One category under this contract “Information Management, Security Management Reviews Including Payment Card Industry (PCI) Data Security Standards (DSS) Compliance” is being bid under RFR PRF56designatedOSC by the Office of the Comptroller, with contract performance to start on or about January 15, 2013. The purpose of the contract was for the Office of the Comptroller, who was designated by OSD to procure accounting, financial and audit services that are unrelated to the audit of the Commonwealth’s financial statements. Commonwealth financial statements include the Statutory Basis Financial Reports, the Comprehensive Annual Financial Report and the Statewide Single Audit conducted by an outside audit firm engaged by the Office of the Comptroller. This Statewide Contract identifies a listing of pre-qualified firms that can perform services at the request of any state department or other eligible entity, saving both departments and firms the cost of individual procurements. See OSD Update #04-06D dated July 8, 2011 on [Comm-PASS](#) and other support documents posted October 2011 under the Forms & Terms tab.

PRF28designatedOSC, Debit Collection Services: This contract was extended through January 31, 2013, under the same terms and conditions. See Comm-PASS under the Forms & Terms tab revised OSD Update 07-15B, dated 8/1/2012 for complete information. The current contract will allow for a transition until the new Statewide Contract **PRF55DesignatedOSC** is in place and all collection accounts have been transitioned, closed out or opened. As a reminder, this contract is designed to maximize collections of departmental delinquent account receivables, thereby enhancing the Commonwealth’s revenues, using the most cost-effective methods and the highest professional standards. The debt collection services provided are available for all debts owed to Commonwealth agencies and legislatively authorized eligible entities of a non-tax revenue nature. Debts can include fines, fees, licenses, permits, interest income, assessments, third party payments, and any other type of receivable that is capable of being collected with the exception of revenues specifically governed by separate statutes such as revenues from taxes, lottery operations, Commonwealth investments, federal grants, Medicaid vendor overpayments and debts of cities and towns. Departments that have separate statutes to collect these other revenues may use this Statewide Contract if it meets the debt collection needs.

PRF44designatedOSC, Electronic E-Pay Services: The Office of the Comptroller, with designation from the OSD, issued this Statewide Contract for Electronic Payment Processing Services in January of 2011. A revised OSD Update #11-18A was posted on Comm-PASS on August 5, 2011 and contains important information for merchant departments regarding using this contract. This Statewide Contract must be used by all Commonwealth entities accepting revenue electronically.

PRF47designatedOSC Credit Card Services: Limits for credit cards issued under this credit card program are established per cardholder as negotiated by the Commonwealth department head or chief fiscal officer and the Office of the Comptroller (OSC). Departments also have an option to set purchase limits on any single purchase. Cards can be used anywhere the authorized cards are accepted. Departments must incorporate the Commonwealth Credit Card Policies and Procedures in their internal control manual. Credit cards under this contract may be used for incidental purchases, general purchases from statewide or department contracts, and travel needs. Employees who are approved for use may use the Commonwealth Credit Card to purchase unforeseen items that are required for execution of their official duties. This contract offers departments a secure and less expensive alternative to pay for immediate small purchase and travel obligations. **ATM access is prohibited.** Purchase and/or credit limit is assigned per individual cardholder by department. **Cards cannot be used to purchase medical services, services from unincorporated vendors, or for any other purchases prohibited under the contract.**

PRF51 Training Services is intended to provide Training Services to public employees and workers in training areas that are not highly specialized. This contract provides services in the areas of Information Technology Training and Professional Development Training. There are four training service categories: Category-I Information Technology Trainings; Category-II Professional Development Trainings; Category-III Instructional Design and Course Development; and Category-IV Content Delivery. The delivery of Training Services may be provided as instructor-led, e-learning or blended learning or any method in the future that a vendor and the SSL agrees to. Trainings may be provided at the requestor's facility or at the vendor.

Public Safety – Law Enforcement/Firefighting/EMS

Strategic Sourcing Service Lead: Ronald L. Whitaker
Telephone Number: 617-720-3112
Fax Number: 617-727-4527
E-Mail Address: ron.whitaker@state.ma.us
Category Description: Public Safety equipment, supplies and services, including Homeland Security Services, Security Surveillance & Access Control Systems, Rescue, Firefighting and Emergency Equipment and Supplies.



MAJOR CONTRACTS

FAC72 Security Services and Fence Rentals

LAW09 Firearms, Ammunition, Related Training Products, Services and Accessories (New LAW15 Contract Spring 2013)

LAW12 Explosive Ordinance Detection, Mitigation and Disposal Equipment

LAW14 Body Armor Vests

VEH91 Sodium Chloride (Road Salt) Furnish and Delivery

THINGS YOU NEED TO KNOW

The LAW09 Firearms, Ammunition, Related Training Products, Services and Accessories and the LAW14 Body Armor Vests have been extended through February 28, 2013. The Team will review combining both contracts into one contract.

There is an Emergency Response & Supply Document available for you to view at www.mass.gov/osd. This document provides an overview of Statewide Contracts, which would be useful in an emergency and/or disaster situation.

FAQ'S

Q. Why after so long is a vendor that I have been using no longer on the Statewide Contract list?

A. When Statewide Contracts come up for renewal; vendors must re-bid to be part of a Contract. Sometimes vendors choose not to re-bid or simply do not meet the qualifications for the new Contract. Understanding that it can be sometimes challenging choosing someone new, please be advised these new vendors are chosen due to their responses and best value.

Q. Is there a contract that covers electronic or security systems?

A. These items are an incidental item and could be purchased through a current vendor, if available, but the price would need to be negotiated with the vendor specifically. If this is not possible, another option is to create your own RFR.

Public Safety – Fire/EMS

Strategic Sourcing Service Lead: Betty Fernandez
Telephone Number: 617-720-3133
Fax Number: 617-727-4527
E-Mail Address: betty.fernandez@state.ma.us
Category Description: Public Safety Rescue, Firefighting and Emergency Equipment and Supplies.



MAJOR CONTRACTS

FIR03 Fire/EMS, Police Equipment, Supplies and Services

THINGS YOU NEED TO KNOW

The Fire/EMS, Police Equipment & Supplies with Related Services & Repairs FIR03 has been renewed through 9/30/14. A list of contractors that have been renewed with pricing information is available on the [Comm-PASS](#) website under the “Vendor” tab.

The new and improved “Contract User Guide” providing contract details and guidance is available under the “Forms & Terms” tab of [Comm-PASS](#).

FAQ'S

Q. Should my department be paying for additional freight charges and fuel surcharges?

A. Contractors on any Statewide Contract are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. Can a department purchase any other type of equipment not specifically identified and listed on the contractor's award price sheet?

A. Yes, users may purchase any other type of equipment not specially identified on the contractor's award price sheet as long as it falls under the scope and description of the contract and the contractor's award.

Q. Are there any additional discount offers other than Prompt Pay Discount available under this contract?

A. Yes, some contractors do offer additional discounts such as Volume Purchase Discounts and Dock Delivery Discounts. Please refer to the “Contractors Award Information 2012-2014” listed under the “Vendor” tab of [Comm-PASS](#) to determine which contractors offer the additional discounts.

Network Services and Equipment

Strategic Sourcing **Tim Kennedy**

Services Lead:

Telephone Number: 617-720-3107

Fax Number: 617-727-4527

E-Mail Address: tim.kennedy@state.ma.us

Category

Description: Network services and equipment including, PBX, voice, data, and cellular, two-way radio and internet access and hosting services.



MAJOR CONTRACTS

ITT18 - Centrex Services

ITT29 - Converged Enterprise Communications Systems and Services

ITT40 - Two-Way Radio Equipment and Services

ITC45 - Telecommunications/Data Infrastructure Non-Construction Low-Voltage Cabling

ITT46 – Network Services

Designated Statewide Contracts

ITT12designatedITD - Shared Tenant Switch (PBX)

ITT19designatedITD - Remote Access and Virtual Private Networking Services

THINGS YOU NEED TO KNOW

The IT contracts cover communication services for voice, data, and internet and telecom equipment.

ITT46 includes services formerly available on ITT09, ITT37, ITT18 and ITT19designatedITD, in addition to other network services. Please refer to the [Comm-PASS](#) website for further information.

ITT29/ITT50

ITT29 expires on June 30, 2013. The procurement is in process for replacement contract, ITT50, Converged Voice and Data Enterprise Systems and Services. Please refer to [Comm-PASS](#) under the “solicitations” heading for more information.

FAQ'S

Q. How can my agency take advantage of ITC45's Volume Purchase Discounts (VPD) offered by Contractors?

A. Some of the ITC45 Contractors have agreed to offer eligible entities additional discounts when the Commonwealth of MA total aggregate purchase volume reaches identified dollar (\$) thresholds on all services and products ordered with the particular vendor. The chart identifying the Vendor's VPD offering is included in the OSD Contract User Guide. Your agency only needs to engage the particular vendor offering the VPD to take advantage of these additional savings.

Q. Is construction allowed under ITC45?

A. No. Construction in the M.G.L. Chapter 149 definition is not allowed under SWC ITC45. Pulling fiber through existing conduit or existing holes is permissible.

Q. What if I have questions in connection with E-Rate filing?

A. Questions relative to E-Rate should be addressed to the Schools and Libraries Division of the Universal Service Administrative Company. The website address is <http://www.universalservice.org/sl/>

Vehicles and Related Services

Strategic Sourcing Services Lead: Max Feldpausch
Telephone Number: 617-720-3105
Fax Number: 617-727-4527
E-Mail Address: max.feldpausch@state.ma.us
Category Description: Vehicles and related supplies and services



MAJOR CONTRACTS

HLS01 Hazardous Incident Response Equipment

OVM09 Vehicle Rentals

OVM10 Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles

OVM08 Windshield and Glass Replacement for Vehicles

VEH83 New tires, Retreads, Retreading and Total Tire Management

VEH84- Fuel Cards

VEH84A - Vehicle Maintenance Management and Accident Subrogation

VEH87 Pre-Mixed Sodium and Calcium Chloride

VEH89 Motorized Vehicle Parts, Re-refined Motor Oil, Antifreeze and Bio-based and Other Lubricants

VEH90 Liquid Calcium Chloride

VEH92 Traffic Safety Products

THINGS YOU NEED TO KNOW

The above contracts are available for use to all departments of the Commonwealth, including all constitutional offices, the legislature and judiciary, cities, towns, municipalities, counties, political subdivisions of the Commonwealth, including schools, commissions, institutions of higher education and quasi-public agencies. Details of these programs can be found in the Summary Tab of the contract as posted on [Comm-PASS](#).

OVM09 Vehicle Rentals

Vehicle reservations may be made online via the OVM website in under "Reserve an Enterprise Car." If you have questions on this contract, please contact Max Feldpausch at: 617-720-3105. Commonwealth Departments - **Please note that the MMARS number corresponding to this Contract is OVM09.**

VEH89 Motorized Vehicle Parts, Re-Refined Motor Oil, Motor Oil, Antifreeze and Bio-based and Other Lubricants

This contract is available for use to all departments of the Commonwealth, including all constitutional offices, the legislature and judiciary, cities, towns, municipalities, counties, political subdivisions of the Commonwealth, including schools, commissions, institutions of higher education and quasi-public agencies. Please note that re-refined motor oils, remanufactured antifreezes, and bio-based/other lubricants are now categories to existing Statewide Contract VEH89 (motorized vehicle parts).

OVM10 Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles

This contract is available for use to all departments of the Commonwealth, including all constitutional offices, the legislature and judiciary, cities, towns, municipalities, counties, political subdivisions of the Commonwealth, including schools, commissions, institutions of higher education and quasi-public agencies.

FAQ'S

Q. If I need to purchase a new vehicle which contract should I be using?

A. The only Statewide Contract available for the purchase of vehicles is OVM10. This Contract contains all of the gasoline vehicles, as well as hybrid and other alternative fuel vehicles (CNG/E85 flex fuel) that are currently available for purchase.

Q. OVM05 contains many accessory options for the vehicles on Contract. Which of these can be incorporated into an OVM lease?

A. Purchasers can find a comprehensive listing of vehicle accessories and options on [Comm-PASS](#), under the “Forms & Terms” tab. The items on this list that are highlighted in yellow can be incorporated into an OVM lease.

Q. Why do I see a \$1.50 fee on my Enterprise invoices?

A. This is a Vehicle Licensing Fee which has become a part of our new Contract. Renters are responsible for payment of this fee.

Q. Under the Contract OVM09 with Enterprise, what are the geographic boundaries of this agreement?

A. The terms of OVM02 are applicable to all of Massachusetts, New Hampshire, Maine, and Rhode Island as well as Northern Connecticut.

Veterinary Services

Strategic Sourcing
Services Lead: Ronald L. Whitaker
Telephone Number: 617-720-3112
Fax Number: 617-727-4527
E-Mail Address: ron.whitaker@state.ma.us
Category Description: Live animals, veterinary services



MAJOR CONTRACTS

ANI11 Veterinary Services

THINGS YOU NEED TO KNOW

This contract was developed as open enrollment with multiple vendors available for specific services.

ANI11 is managed by the Department of Corrections. The Contract Manager is Brian J. Kearnan, 508-422-3314 BJKearnan@doc.state.ma.us.

FAQ'S

Q. What if I want to use a Veterinarian that is NOT on the Statewide Contracts?

A. First, it is suggested using a Veterinarian that is on the Statewide Contract; however, if there are questions or concerns please contact the Contract Manager at the DOC (Department of Corrections) identified above. If the Veterinarian's services are to be used on an on-going basis, Commonwealth Executive agencies are required to first get permission from the Contract Manager for inclusion onto the contract.

Q. What should I do if there are no Veterinarians in my area?

A. The Veterinarians on the Statewide Contract will travel to your area unless it is not in the specification of the contract. In that case you should contact the DOC (Department of Corrections) Contract Manager for assistance.

Q. What should I do if there is an emergency Veterinarian issue?

A. As in any situation, if you do currently have a Veterinarian and there is an emergency you need to first deal with the emergency, then contacts the DOC (Department of Corrections) Contract Manager for assistance.

Q. What are some of the Veterinarian services that are on contract?

A. Services are separated into Canine and Horse services. **Canine services** are: Routine office visit, Emergency visit, Routine physical exam, Hip examination and X-Ray, Elbow exam and X-Ray, Heartworm test and Stool test. **Horse services** are: Tetanus injection, Emergency medical service, Flu/Rhino vaccinations, Test for worms & intestinal, Parasites, Simple necropsy collection, Routine prophylactic dental care, Drawing blood for testing, Serology, Pre-purchase exam, Farm call, Emergency farm call, X-Ray and Ultrasound.

Q. Do all Veterinarians perform the same services under the contract?

A. No, the document Contract Overview Spreadsheet is posted on the "Forms & Terms" tab of [Comm-PASS](#) that identifies the Services Offered for each Veterinarian. The list of Services Offered varies but are: Medical, Surgical, Ophthalmology, Internal Medicine, Neurology, Canine Equine, Bovine, Birthing, Anesthesiology, Radiology, Endoscopy, Pharmacy, Laboratory, Ultra Sound, MRI, X-Ray, House Calls, Kennels with associated house of availability other than for emergencies.

OSD Programs

Commonwealth Print Services

Director: Glenn Kendall
Telephone Number: 617-720-3340
Fax Number: 617-727-6232
E-Mail Address: cps@state.ma.us
Category Description Digital photocopying of documents such as booklets, reports, flyers, newsletters, and offset printing of business cards, letterhead, printed self-addressed envelopes and more.



THINGS YOU NEED TO KNOW

Commonwealth Print Services (CPS) provides offset and digital print services for all towns, cities, state agencies, and non-profit organizations. CPS has been serving the needs of their customers for over 30 years. CPS provides:

Layout & Design

CPS Graphic technicians will take your hard-copy or electronic files and create a document to meet your vision.

Printing & Photocopying

Go color! Research shows that readers respond better to text that is presented in color. Customers have a choice of standard black ink photocopying or full digital color! CPS offset presses and digital production equipment can print in color and on a variety of paper types.

Post Press

The presentation of your document reinforces the image you would like to present for your agency. CPS offers a full service pre-press bindery. Documents can be stapled, folded, cut, punched, bound and shrink wrapped.

Free Cost Estimates

You can find out how much to budget, or how much it will cost to print your document before it is printed – cost estimates are always free!

Customer Service

The goal at CPS is to satisfy every customer, every time!

Delivery and Pick-up

CPS offers pick-up and delivery of all your projects.

As a part of the Operational Services Division, CPS writes and offers a number of “multi-departmental” contracts for printing and bindery related equipment and services that are available to state agencies as well as cities and towns.

We currently have contracts in place for Printing chemicals and supplies (film, plates, developers, wipes, etc.), Bindery supplies and equipment (comb, spiral, double o, laminating film, drills, folders, etc.), Packing supplies (boxes, packing tape), and Equipment maintenance (presses and related bindery equipment).

If your city or town operates a print shop, contact CPS to have your name listed as an eligible entity and take advantage of state pricing on these and other services. Please contact Glen Kendall for more information.

If your city or town does not operate a print shop, contact us for all your printing and copying needs.

FAQ'S

Q. What is the cost of CPS services?

A. CPS prices are competitive with the prices of commercial vendors. In addition CPS will work with organizations to respect their budget limitations.

Q. How am I billed for CPS services?

A. MA State Agencies are billed internally through IE. Municipalities can provide purchase orders, and semi-private or private sector can pay with check, or credit card at our office.

Q. Does CPS provide any extra services?

A. Yes. CPS will layout and design your final copy; the printed materials can be delivered to your office; under special arrangements, extra copies of printed materials can be stored at CPS.

Q. How do I obtain services from CPS?

A. The easiest way is to email your request or final copy files to cps@state.ma.us. You may also call 617-720-3340; or stop by the CPS office on the Plaza level of One Ashburton Place.

Comm-PASS – Online eProcurement Record System

e-Procurement Deputy Elaine McGrath
Director:
Telephone Number: 617-720-3309
Help Desk 1-888-MA-STATE
Fax Number: 617-727-4527
E-Mail Address: comm-pass@state.ma.us

PROGRAM DESCRIPTION

The Commonwealth eProcurement Access and Solicitation System ([Comm-PASS](#)) is Massachusetts' sole online procurement record management system. Established in 1996 and completely replaced in 2004, it made Massachusetts the first state in the nation to provide bid access exclusively via the Internet. All records posted on this system are accessible via the Internet to anyone at no charge.

As required by the State Purchasing Agent, all executive departments post their solicitations for goods and services, including human and social services valued at more than \$5,000, and the resulting contracts, if awarded.

As required by Massachusetts public construction law, awarding authorities post notices not less than two weeks prior to bid opening dates for any project valued at \$10 million or more or which involves a Construction Manager at Risk (CMR). Again, many awarding authorities are posting notices for projects under the \$10 million threshold.

Any public purchasing organization in Massachusetts may use [Comm-PASS](#) to post and manage their procurement records online at no cost. That's FREE data storage, FREE Internet exposure for bids, FREE reporting tools Training and support are also FREE.

Open Access Promotes Best Value

OSD's goal in using Internet-based, data management systems is to create transparency in the public procurement process, to increase competition and business opportunities among vendors, to eliminate bidding and contracting redundancy and administrative costs, and to produce contracts that create best value for Commonwealth taxpayers.

Through Comm-PASS, eligible public purchasers can locate Statewide Contracts which allow them to avoid a bidding process to purchase goods and services, including human and social services, at state-negotiated pricing.

Subscription-Based Access to Value-Added Vendor Tools

Vendors are not required to subscribe to Comm-PASS or register with the Commonwealth prior to accessing any posting on the site or prior to submitting a bid for goods and services, including human and social services.

However, vendors may elect to receive free SMARTBID tools which increase administrative efficiency, reduce time and expenses associated with traditional paper-bid responses, and improve exposure to public purchasers.

FAQ'S

Q. Do I have to pay to look at records, post records, or respond to bids?

A. Comm-PASS is free!

Select the appropriate record tab from the main navigation bar to access search tools
Browse to access every record in a specific category or posted by a specific organization
Search to conduct a more specialized search based on statewide status, document number, and more

Q. Which public purchasers are required to use this system by law or regulation?

A. Two groups of public purchasers are required to post specified records:

All Executive Agencies of the Commonwealth, including the central purchasing agency, Operational Services Division, must post every solicitation for goods and services, including human and social services, with an estimated value of \$5,000 or more (Massachusetts General Law(MGL) [c. 7, § 22](#); [c. 30, § 51](#), [c. 30, § 52](#); [801 CMR 21.00](#)). Per MGL [c. 7, § 22](#); [c. 30, § 51](#), [c. 30, § 52](#); [801 CMR 21.00](#) and [808 CMR 1.00](#), Executive agencies are encouraged to post solicitations valued at less than \$50,000 on [Comm-PASS](#).

All public awarding authorities in Massachusetts must post not less than two (2) weeks before the deadline for submitting responses:

Solicitations for building projects with estimated construction costs greater than \$10 million, [MGL c. 149, § 44D½](#) & [MGL c. 149, § 44D¾](#) and,

Requests for pre-qualifying general contractors and pre-qualifying subcontractors for said building projects,
Solicitations for building projects employing a Construction Management (CM) at risk firm, [MGL c. 149A, § 5\(e\)](#); and,

Requests for selecting the CM at risk and Trade Subcontractor for said building projects, MGL, c. 149A, § 8 (d).

For complete descriptions, see [MGL c. 149, §§ 44A – 44M](#) and [MGL c. 149A](#).

Q. I have a lot of questions about this system. Where can I get more information?

A. Anyone interested in Comm-PASS is encouraged to go to [Comm-Pass](#) and explore the site. To access information and FAQ's, select the [Comm-PASS FAQs link](#) from the Comm-PASS Help and Information Center page, or contact the OSD HelpDesk at: 1-888-MA-STATE or email comm-pass@state.ma.us.

Construction Reform Program

Director: John B. Fitzpatrick
Telephone Number: 617-502-8851
Fax Number: 617-502-8141
E-Mail Address: John.B.Fitzpatrick@state.ma.us

PROGRAM DESCRIPTION AND EXECUTIVE ORDERS

The Massachusetts Construction Reform Program is charged with educating and monitoring the 351 municipalities that make up the Commonwealth regarding Construction Reform Law, Chapter 193 the Acts of 2004, also known as Massachusetts General Laws chapter 149, section 44A-H/

Construction Reform Law: What is it?

Municipalities must incorporate Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals into both the design and construction phase of a vertical construction project if that phase exceeds \$100,000

Effective January 1, 2012, and until such time as the goals may be revised, the MBE and WBE participation goals for building construction and design awards and expenditures on new projects advertised on or after the effective date will be combined MBE/WBE goal as follows:

- 10.4% combined MBE/WBE participation on construction contract awards; and,
- 17.9% combined MBE/WBE participation on design contract awards
- This applies to the construction, reconstruction, alteration, remodeling, repair or demolition of any vertical public building or public work project by any city or town; and
- Projects effected are those funded by the Commonwealth, in whole or in part (such as funding under the Massachusetts School Building Authority (MSBA), funding in any legislative appropriation, grant awards, reimbursements & municipal commitments to use state funds and the like)

Responsibilities of the Director of Construction Reform

- Establishment of Construction Reform Officers (CRO) in all cities and towns throughout the Commonwealth to assure accurate reporting and compliance to Construction Reform Law, M.G.L. chapter 149 section 44A-H;
- Grant cities and towns Pre-Advertisement and Pre-Bid waivers or adjustments to Construction Reform Law MBE & WBE participation goals when warranted;
- Educate municipalities, construction firms, design firms and MSDO certified firms regarding how Construction Reform Law, M.G.L. chapter 149 section 44A-H, applies to them; and
- Help municipalities, construction firms and design firms find MBE/WBE's in the SDO directory for public construction projects

Municipality General Guidelines:

- The Municipality General Guidelines can be viewed or downloaded at [Construction Reform summary webpage](#).
- The Guidelines are to assist Municipalities in the development of contract documents and specifications. Model language shall apply to all work performed on state-assisted building projects as defined in Chapter 193 of the Acts of 2004.

Key Points:

- SDO will enforce Construction Reform Law Chapter 193 by working in partnership with DCAM, Attorney General's Office and Mass School Building Authority
- Model bidding instructions developed by SDO are to be attached to the municipalities general bidding instruction which make MBE/WBE participation goals mandates
- Each Municipality (Awarding Authority) must enforce the current Affirmative Marketing participation goals developed by SDO
- The General Contractor shall be responsible for monitoring the performance of MBE/WBE work to ensure that each scheduled MBE/WBE performs its own MBE/WBE work with its own workforce

Environmental Preferable Products (EPP) Program

Director: Marcia Deegler
Telephone Number: 617-720-3356
Fax Number: 617-727-4527
E-Mail Address: marcia.deegler@state.ma.us



EXECUTIVE ORDER AND PROGRAM DESCRIPTION

On October 27, 2009, Governor Patrick issued Executive Order 515 that Establishes an Environmental Purchasing Policy for the Commonwealth in recognition of the fact that through the procurement of environmentally preferable products (EPPs), the state can directly reduce the environmental and health-related impacts of its consumption, lower life-cycle costs, promote local economic development, and serve as a model for businesses, institutions, and individual residents. Building on the success achieved by the EPP Procurement Program over the years, the EO is aimed at strengthening current efforts and expanding the impact to other areas. See details and a copy of the Executive Order on the EPP website under the "Welcome" link, at www.mass.gov/epp.

The Environmental Preferable Products Procurement Program at the Operational Services Division is responsible for coordinating the state's efforts to increase the purchase of environmentally preferable products (EPPs) which are competitively priced, high performance products and services that can be obtained from over three dozen statewide contracts. Under the Program's leadership, the Commonwealth's purchases have increased from an estimated \$5 million to over \$288 million in FY2010. Purchasing EPPs also saves an estimated \$3 million annually while reducing the state's impact on the environment and public health.

EPPs are products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. They may include, but not be limited to items that:

- Contain recycled materials
- Minimize waste
- Conserve energy and/or water
- Consist of fewer toxic substances
- Reduce the amount of toxic substances disposed or consumed
- Protect open-space
- Lessen the impact to public health or the environment in other ways.

The EPP Program also maintains a comprehensive website that offers a wealth of information on EPPs and how they can save energy, water, and money, as well as free downloadable copies of our publications and resource materials, such as:

- Guide to Recycled and EPPs on Massachusetts State Contracts;
- EnviroCalc – the electronic tool to calculate cost savings and environmental benefits of your purchases;
- Subscription access to our electronic newsletter, EPP Buyer Update;
- Direct access to websites that provide info on EPP purchasing experiences across the country.

ONGOING ACTIVITIES

The EPP Procurement Program:

Works with the various purchasing teams at OSD to research EPPs in the marketplace, draft performance specification for those products and incorporate them onto Statewide Contracts wherever it is appropriate;

Provides educational assistance and technical expertise to state agencies and political subdivisions regarding the issues surrounding EPP procurement;

Develops tools to track both the economic and environmental benefits of using EPPs and annually reports on the Commonwealth's progress;

Conducts outreach to the business community concerning the benefits of offering EPPs to state buyers and the marketing advantage of including the use of such goods and services in a company's overall operations;

Participates on interagency teams to promote environmental purchasing and implement sustainable initiatives;

Plays a leadership role on a national level in working with other state and local governments to advance environmental procurement and practices, influence manufacturers and suppliers and move markets in a sustainable direction.

OUTREACH AND EDUCATION OPPORTUNITIES

NASPO's Green Purchasing Committee

OSD's EPP Program is currently serving on the Green Purchasing Committee (GPC) for the National Association of State Procurement Officials to incorporate environmental specifications into the organization's regional and national cooperative contracts. The GPC is planning three webinars in 2012 that will discuss contracting opportunities aimed at saving money while improving conditions for public health and the environment on a national scale. A schedule is posted on OSD's website.

Workshops and Contract User Trainings

The EPP Program is working with the MA Facility Managers Association (MAFMA), state agencies and others to provide educational sessions on how to implement a green cleaning program. Please contact the EPP Program if you are interested in including your staff in such events.

FAQ'S

Q. What EPPs does Executive Order 515 require my agency to purchase?

A. Executive Order 515 applies to executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established, and requires those entities to purchase EPPs whenever such products and services are readily available, perform to satisfactory standards, and represent best value, consistent with 801 CMR 21. Agencies and others are also directed to consider the "total cost of ownership" when making such purchases, including all costs associated with the production, purchase, transportation, use, operation, and disposal of such products or services.

Some of the product areas designated by the EO include energy efficient products, less toxic products – particularly green cleaning products, items with recycled content, various bio-based commodities, organics and locally grown foods and more. In addition, recycling all waste products possible is another requirement. Many state contracts are available for such services and numerous vendors offer take-back and recycling options as well for the products they are representing. Please see details of EO #515 at the link provided above.

Q. Can purchasing EPPs save me money?

A. Absolutely, cost savings associated with EPPs may occur at various levels; the point of purchase, during the use of the product or during the operation of equipment and/or at the time of disposal. Here are just a few examples:

Energy efficient (Energy Star) lighting and equipment can significantly reduce your electric bills, green cleaning products traditionally do not cost any more than harsh chemical cleaners, but they have been shown to reduce the risk of health issues and accidents to workers, thus indirectly saving money in lost work time and insurance payments.

Hybrid (gas/electric) vehicles increases your MPG, saving money at the pump

Remanufactured toner cartridges can save buyers anywhere from 30-60% off of the purchase price of original equipment manufacturer brands

Q. Who else is buying EPPs and are they saving money?

A. All Executive State Agencies are now purchasing energy efficient compact fluorescent (CFL) light bulbs and light emitting diode (LED) products for most lighting applications:

Chelsea Soldiers Home implemented a green cleaning program that not only reduced the amount of chemicals they use to clean, but reduced the cleaning time and labor for their staff as well. As a result, their overall costs went way down and the facility looks better than ever according to occupants and visitors.

Keefe Technical School in Framingham, MA installed an ionization system in their 294,000 gallon indoor swimming pool and now save \$1725/per year on chlorine costs and obtained improved water clarity and odor

Executive Office of Health and Human Services reused and custom retrofit workstations from a closing office and installed them in a new location for a savings of \$1650/station

The Commonwealth of Massachusetts has increased their overall purchase of EPPs from an estimated \$5.2 million in 1994 to over \$288 million dollars in FY10 because they represent the "best value" and often the best return on investment.

Massachusetts State Surplus Property Program

Director:
Telephone Number:
Fax Number:
E-Mail Address:
Category Description

Paul Guerino
617-720-3146
617-727-4527
paul.guerino@state.ma.us
The responsibility of the Massachusetts State Surplus Property Office is to ensure that the Commonwealth realizes maximum benefit from surplus personal property by regulating the manner how surplus property is transferred and/or disposed of from State Agencies.



THINGS YOU NEED TO KNOW

All Massachusetts State Agencies, political subdivisions and non-profit organizations licensed by the State are eligible to participate in the State Surplus Property Program, (SSPO).

SSPO publishes a Surplus Property Memorandum on the SURPLUS link at www.mass.gov/osd. This lists all available surplus equipment. Items listed are first offered to State Agencies on a first-come, first-serve basis. Transfers between State Agencies are done free-of-charge. After 30 days, all remaining items are then offered to all political subdivisions and non-profit organizations for a small administrative fee.

Items not transferred to State Agencies, political subdivisions or non-profit organizations are offered for sale to the general public, either by a sealed solicitation via the e-procurement system (www.comm-pass.com) or sold at public auction.

If you would like more information, please [visit the surplus website](#) or contact Paul Guerino at: 617-720-3146.

Small Business Purchasing Program

Director: Gladymar Parziale
Telephone Number: 617-720-3166
Fax Number: 617-502-8141
E-Mail Address: gladymar.parziale@state.ma.us

PROGRAM DESCRIPTION AND EXECUTIVE ORDERS

On June 29th, 2010, Governor Patrick issued Executive Order 523 to establish the Small Business Purchasing Program (SBPP) for the Commonwealth in recognition of the importance of Massachusetts small businesses and the impact and challenges the latest recession has placed on them. The mission of the SBPP is to direct Executive Department spending for non-construction goods and services to program-eligible businesses. The Operational Services Division, the Commonwealth's central procurement and contracting office, is responsible for SBPP development and implementation including policies, training, capacity-building, and annual benchmarks. To view or to download a PDF copy of Executive Order 523, please visit: <http://www.mass.gov/anf/docs/osd/sbpp/eo523.pdf>.

Upon issuance of this policy, Departments will take steps to direct notification and award of all non-construction procurements valued between \$5,000 and \$150,000 to businesses identified in Comm-PASS as small business purchasing program participants. The SBPP will not include procurements for vertical or horizontal construction since both are covered under statutes outside OSD's authority, [MGL c. §149, 44A-H](#), and [MGL c. §30, 39M](#) respectively.

Compliance with Executive Order 523 requires that procurements between:

\$5,000 and \$150,000: must be awarded to a participating small businesses assuming sufficient capacity in Comm-PASS.

What is a Small Business?

Any entity, including all of its affiliates combined, is eligible to participate in the Small Business Purchasing Program if that entity, exclusively through Comm-PASS SmartBid, accepts the participation agreement and attests to meeting all program criteria below, as applicable:

- has its principal place of business in Massachusetts;
- has been in business for at least one year;
- currently employs a combined total of 50 or fewer full-time equivalents in all locations;
- has gross revenues as reported on the appropriate IRS tax form of \$15 million or less, based on a 3-year average; and,

EITHER

- for any entity attesting to Business Type **"For-Profit"**:
- is organized under the laws of the Commonwealth or is properly registered to do business in the Commonwealth; and
- is independently owned and operated

OR

- for any entity attesting to Business Type **"Non-Profit"** (i.e. 501(c)):
- is registered as a nonprofit or charitable organization and is up-to-date on its filings with the Massachusetts Attorney General's Office; and
- is tax-exempt under Section 501(c) of the Internal Revenue Code, i.e. [organized](#) and [operated](#) exclusively for [exempt purposes](#) set forth in section 501(c) and none of its earnings may [inure](#) to any private shareholder or individual

Are you SBPP-eligible?

If you answered yes to *all* the items above, you can participate in the SBPP! Visit: www.mass.gov/sbpp to get started.

PROGRAM BENEFITS

There are many benefits for SBPP participation including:

- **Contract Opportunities:**

Increased opportunities for contracts with all Executive Departments conducting procurements of goods and services between \$5,000 and \$150,000.

- **Comm-PASS SmartBid Subscription**

Comm-PASS Smart Bid subscription, which provides account holders with automatic email notification of Executive Department procurement opportunities as well as quick and easy online submission of bids for resulting contracts. This savings is also a commitment from the Commonwealth that small businesses will have access to all available contracting opportunities.

- **Inclusion in a Business Directory**

Priority placement in a searchable, central directory of businesses through which a small business can market their goods, services, and experience directly to purchasing agents who may not be familiar with their company.

- **FREE Training**

Access to FREE training about the SBPP, the Commonwealth's procurement process, and the Commonwealth's e-Procurement system, Comm-PASS.

- **Small Business Website**

Access to a user-friendly web presence with information targeted to the small business community. Visit www.mass.gov/sbpp.

RESOURCES & TRAINING

The SBPP website (www.mass.gov/sbpp) provides information and links that are important and of interest to the Massachusetts Small Business community. Explore the website to find informational webinars and instructional job aids that you can use anytime. Access information about instructor-led small business training sessions to learn about the SBPP eligibility requirements, expanding opportunities for small businesses to compete for state contracts, and accessing information using the Commonwealth's e-procurement, Comm-PASS.

SBPP-participating businesses can access training materials about the program for immediate review as well as registration information for in-person training sessions.

- **SBPP Training for Program Eligible Vendors**

To effectively participate in the Small Business Purchasing Program, OSD encourages your company to access free training resources including on-line training tools and instructor led training sessions designed to explain the program, provide access to Comm-PASS, the Commonwealth's e-Procurement system, and offer technical assistance and mentoring services.

- **Small Business Purchasing Program – Smart Bid Training Description**

This one day workshop provides an overview of the Small Business Purchasing Program and the Smart Bid Subscription Services. The instructor-led training provides participants with an interactive, online learning experience which includes managing the vendor's profile, setting email notification preferences, editing contact information, managing the desktop and using quick links.

- **Registration**

Please register for SBPP – Comm-PASS Smart Bid & Free Form Quick Quote training via the Office of Supplier Diversity [On-line Registration Application](#). Be sure to include your email address on the registration form to receive session notifications. If you are trying to register for a class not listed on this website, please send an email to osdtraining@state.ma.us.

Supplier Diversity Certification Unit

Director: Nedra White
Telephone Number: 617-502-8852
Fax Number: 617 502-8141
E-Mail Address: nedra.white@state.ma.us

PROGRAM DESCRIPTION AND PROCESS

The Certification Unit manages both state and federal certification efforts.

State Certification: The Supplier Diversity Certification Unit reviews and investigates [for profit](#) and [non-for-profit](#) applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state statutes and regulations. State certification is governed by 425 CMR 2.00. The following outline reflects the Intake Procedures:

For All Applicants

1. Applicants are required to attend a precertification workshop and subsequently submit the Unified Certification Application (UCA) to the Operational Services Division with supporting documents, and OSD will endeavor to make certification decisions within 90 business days of a complete application being filed, and notify the applicant firm upon this determination.
 2. The Intake Specialist will verify that the application is complete and that the applicant has provided all the necessary supporting documents.
 - If the applicant meets the acceptance requirements, the Certification Specialist will sort the submitted documentation into the appropriate sections and log the application as accepted and complete. The application will then be “ready to assign.”
- OR**
- For all incomplete applications, Intake Specialist will notify the applicant of its specific deficiencies by using the email address provided by the applicant or regular mail, if no email address provided. The applicant will receive ten (10) days to provide the missing information

If the applicant does not respond, the Director of Certification will:

- Deactivate the application; and
- Notify the applicant of the determination the deactivation of their application
- Subsequent to deactivation the applicant firm may not reapply for certification for six (6) months

3. Upon receipt of a case, the Certification Specialist will notify the applicant of the assignment and conduct a desk audit of the application and its accompanying documents to determine the applicant’s eligibility.

4. If the Certification Specialist determines that any additional documentation is required or further information as to specific issues pertaining to certification, the Certification Specialist will notify the applicant in writing of the specific documents needed and provide it two weeks to respond. The Certification Specialist may grant a one-time extension to an applicant, if requested or necessary at its discretion. All requests for an extension **must be in writing**.

5. The Certification Specialist will ensure the company:

- Has filed with the Massachusetts Secretary of the Commonwealth’s Office or its municipality.
- Has obtained all necessary licenses required by the state for its operation.
- Possesses the requisite insurance for its vehicles and personnel.
- Is in compliance with all state and federal laws.
 - If the Certification Specialist determines the desk audit is complete, the Certification Specialist will then conduct either a telephone interview or a site visit with the applicant firm at a mutually convenient time. Whenever possible, The Certification Specialist will schedule its visits so as to reduce travel costs and time out of the office. The Certification Specialist will complete a Site Visit Questionnaire that will be included in the file.
 - Based on a telephone interview (or site visit) and a file review, the Certification Specialist then prepares a written recommendation to either certify or deny the firm.
 - The Executive Director or Legal Counsel will notify the applicant of the SDO’s decision in writing as soon as is administratively feasible.
- No one within the organization+ is allowed to provide verbal notice of a certification decision. This allows the certification specialists to focus on cases in front of them rather than becoming bogged down with status calls.

Where an applicant withdraws its request or is nonresponsive, the Certification Specialist will prepare a brief report detailing the basis for the action. Except that, no withdrawal will be permitted after The Certification Specialist has conducted the on-site or phone interview, rather such a request will be deemed as acceptance of an administrative denial.

Federal Certification: - Unified Certification Program (UCP): Certifies organizations as a Disadvantage Business Enterprise (DBE) with the U.S. government. DBE **certification** is a Federal designation used in conjunction with US Department of Transportation (US DOT) funded projects and contracts.

Federal certification is governed by 49 CFR 26. The following outline reflects the Intake Procedures that apply upon an initial application for recognition as a DBE:

A. For All Applicants

- Applicants must attend precertification workshop/session and subsequently submit the Unified Certification Application (UCA) to the Supplier Diversity Office (SDO) (formerly SOMWBA) with supporting documents, and SDO will endeavor to make certification decisions within 90 days of a complete application being filed, and notify the applicant firm upon this determination.
- If the U.S. Small Business Administration (SBA) has already certified the applicant as either 8(a) or SDB, SDO obtains a completed copy of the SBA application with supporting documentation from either:
 - A. the applicant; or
 - B. the SBA
- SBA certification does not automatically satisfy the requirements for DBE certification. If a SBA certified company is ineligible for DBE certification, SDO notifies the SBA in writing and will follow procedures according to Initial Denial
 - A. The Intake Specialist will verify that the application is complete and that the applicant has provided all the necessary supporting documents.
 - a. If the applicant meets the acceptance requirements, certification specialist will sort the submitted documentation into the appropriate sections and log the application as accepted and complete. The application will then be “ready to assign.”
 - b. For all incomplete applications, the Intake Specialist will notify the applicant of its specific deficiencies by using the email address provided by the applicant or regular mail, if no email address provided. The applicant will receive 10 days to provide the missing information subject to an extension not to exceed 60 days which may be granted under appropriate circumstances, and with documentation to support the granting of an extension, if warranted by the facts.
 - i. If the applicant provides the requested information, The Intake Specialist will process the application for assignment
 - ii. If the applicant does not respond the Case Manager will:
 - a. Deactivate the application; and
 - b. Notify the applicant of the determination of the deactivation of their application
 - c. Subsequent to deactivation the applicant firm may not reapply for certification for six (6) months.
 - iii. If found complete, the Intake Specialist will notify the applicant that SDO received its application and an Intake Specialist will contact the company Certification Specialist to conduct an initial review of the applicant to ensure that they meet the bare minimum entrance requirements of: 51% ownership by one or more socially and economically disadvantaged individuals; compliance with all state laws governing its industry; and a valid home state certification and site visit, if applicable.

B. For Out of State Applicants

1. Verify the certification status of the company in its home state by requesting a copy of the home state’s site visit report.
 - A. If the company is not certified in its home state, or the home state did not perform a site visit, Certification Specialist will:
 - a. Administratively deny the application; and
 - b. Notify the company that it must be DBE-certified by its home state.
 - c. In addition, each out-of-state firm will be required to submit an Affidavit of Good Standing to verify its eligibility status with respect to all previous applications for certification in other states

C. Interstate Certification

All Interstate applicants must be certified in their home state prior to making a request for certification. A Request for Interstate Certification Form (available Online) must be completed and submitted with the documentation listed in “b.”

below. The MassUCP Intake specialist will acknowledge receipt of the interstate applicant's request by email and by letter within 3 to 5 days of submission. The MassUCP will notify the applicant in writing that their request has been assigned to a certification specialist.

- a. Where an out-of-state firm has not retained its home state certification, the Certification Specialist will contact the appropriate state UCA/UCP to seek information concerning the basis for the removal. After a review of the facts and circumstances surrounding the removal, the SDO will determine whether or not reasonable cause exists for an ineligibility proceeding under 26.87. This process shall apply to any firm decertified by a state other than its home state.
- b. If the company is certified in its home state and has completed an Interstate Certification Request Form, the Certification Specialist will:
 - A current Personal Net Worth statement (if more than 90 days old)
 - Individual federal tax returns for last 2 tax years;
 - Firm's federal tax returns for the last 3 tax years;
 - Balance Sheet or Income Statement for the last tax year
 - A copy of the latest letter of certification its Home State
 - By-Laws
 - Operating Agreements
 - Affidavit of Disclosure (Available Online)
- c. Upon review of the documents requested, the Certification Specialist will
 - i. Request additional documentation
 - ii. Recommend certification
 - iii. Recommend Denial

Upon the submission of the above documentation and within 7 days, the SDO will request from the home state a copy of the original Site Visit Review Report, any subsequent Site Visit Review Reports, and any evaluations based on these reports.

Where the home state is delayed or non-responsive to a request for the On-site Review Report, the SDO shall suspend the process and notify the applicant firm within 30 days of submitting the initial documentation listed above.

Failure of the applicant firm to provide sufficient documentation shall serve as good cause to deny Interstate Certification. Such determination shall be made within 60 days of the original document submission and after the SDO has provided the applicant firm with notification that its submission is insufficient and a 30-day timeframe in which to respond.

Within 60 days of receiving and evaluating the required documentation, the SDO will either certify the firm and place the firm in its Unified DBE Directory or establish good cause that the firm's certification in its home state:

- Was obtained by fraud
- Is no longer valid based on new information not available to the home state at the time of its certification, showing that the firm is ineligible
- Was erroneous or inconsistent with the requirements at 49 CFR Part 26
- Does not apply due to any law of the Commonwealth of Massachusetts that would require a different result. In such cases, the SDO may delay certification until the applicant firm has provided evidence of its compliance.

Where the SDO has established good cause to deny an application, a notice stating the specific reasons for the denial and an opportunity to respond within 10 days shall be provided to the applicant firm. Applicant firms may respond in writing or request a meeting in-person with Executive Director to discuss its objections to the SDO's determination. The SDO will schedule such meetings within 30 days the firm's request. Any request beyond 10 days of the SDO's notice denying certification shall be considered untimely, and the SDO's decision will become final.

If, upon meeting with the Executive Director, the applicant firm has the burden of demonstrating, by a preponderance of evidence, that it meets the requirements pertaining to the particular issues raised in the notice. The SDO will issue its final written decision within 30 days of either the meeting with the Executive Director or receipt of the firm's written arguments, whichever is later.

The SDO will make entries of all firms denied Interstate Certification into the US DOT Office of Civil Rights' Ineligibility Determination Online Database.

All Interstate applicants denied certification have the right to appeal directly to US DOT in accordance with 49 CFR Part 26.89.

Renewal & Recertification

SDO sends out reminder letters to companies whose time for renewal is approaching. These letters detail the documentation the company is required to submit in order to retain their certified status. Certifications come up for renewal according to the following schedule. The SDO office will contact you for recertification.

	SDO	DBE
Renewal	Every two years (Biennial Renewal)	Every year (Annual Review)
Recertification	Every six years	Not applicable

Supplier Diversity Office

Executive Director: Reginald A. Nunnally
Telephone Number: 617-502-8831
Fax Number: 617-502-8841
E-Mail Address: reggie.nunnally@state.ma.us

PROGRAM DESCRIPTION

The Supplier Diversity Office (SDO) formerly known as State Office of Minority and Women Business Assistance (SOMWBA) continues its rich and long tradition of service to minority and women owned businesses in the Commonwealth of Massachusetts. In addition to its service to minority and women business enterprises, the SDO has the responsibility to certify businesses that meet certain state and federal criteria. SDO certification is a marketing tool used to enhance a firm's ability to do business in public markets. Although certification does not guarantee that a business will be successful every time it bids, it may add a competitive edge to a bid. The Commonwealth of Massachusetts spends more than \$4 billion each year doing business with firms. Becoming SDO certified can help firms seeking contracts with the government.

In addition, the SDO also assists government agencies in meeting their affirmative purchasing and contracting goals. It does this by providing business development assistance to certified companies through information on [procurement opportunities](#) and business [resources](#). Finally, the SDO publishes a directory of certified minority and women business enterprises and certified minority and women-controlled, non-profit organizations. The directory is [searchable online](#), and may also be [downloaded](#).

RESOURCES & TRAINING

The Massachusetts Supplier Diversity Office (SDO) provides many resources and training for SDO certified businesses. If you are interested in learning the process to certify your for-profit business or non-profit entity as a minority and/or women-owned business enterprise (MBE/WBE) or disadvantaged business enterprise (DBE), please visit our website at www.mass.gov/sdo.

The Supplier Diversity Office is fulfilling the promise of access and opportunity for MBE/WBE's every day, and we have the people and the resources to assist you.

Certification: Certification is the process by which the Supplier Diversity Office (SDO), formerly known as State Office for Minority and Women Business Assistance (SOMWBA) reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state (MBE/WBE) or federal (DBE) statutes and regulations.

Supplier Diversity Program & Small Business Purchasing Program: Provides training and marketing tools for state certified MBE/WBE/Small Business and monitors MBE/WBE goals for Executive Branch Departments. See additional information in this booklet, or contact: Gladymar Parziale at sdp@state.ma.us.

Construction Reform Monitors MBE/WBE goals for all vertical public construction projects taking place in the 351 municipalities throughout the Commonwealth. Contact: john.b.fitzpatrick@state.ma.us.

Disadvantage Business Enterprise Supportive Services (DBE—SS): A multi-phase instructional and goal driven program, funded by the Federal Highway Administration, for DBEs that are ready, willing and able to compete successfully for transportation/highway construction projects. Contact: reggie.nunnally@state.ma.us.

Supplier Diversity Program

Director: Gladymar Parziale
Telephone Number: 617-720-3166
Fax Number: 617-502-8141
E-Mail Address: gladymar.parziale@state.ma.us

PROGRAM DESCRIPTION AND EXECUTIVE ORDERS

What is the SDP?

The Supplier Diversity Program (SDP), formerly known as the Affirmative Market Program (AMP), was established through Executive Order 524 to promote supplier diversity in public contracting. The SDP is housed under the Massachusetts Supplier Diversity Office (SDO) within the Operational Services Division. The program institutes policies to encourage the award of Statewide Contracts in a manner that develops and strengthens certified Minority and Women Business Enterprises (M/WBEs). Our mission is to increase business opportunities for M/WBEs.

All contractors interested in doing business with the State are strongly encouraged to develop creative initiatives to help foster business relationships with certified M/WBEs in the public market place. A vendor's certification status serves as a marketing tool and is valuable in the contracting process for all. The SDP provides ongoing training and marketing opportunities for certified Minority and Women-Owned Enterprises. In addition, to increase the use of M/WBEs in statewide purchasing, the Supplier Diversity Program has a liaison in each of the Executive Branch Departments and is responsible for tracking participating departments' procurement expenditures with M/WBEs.

SDP Objectives Are:

- Stimulates economic growth
- Supports Massachusetts vendors
- Promotes M/WBE's in public procurement
- Assists M/WBE capacity building
- Educates and empowers M/WBES
- Provides outreach and training services
- Works with small and disadvantage businesses

How Does SDP Work?

Procurement policies and guidance is provided to the Executive Branch Departments and participating state entities to assist them in implementing SDP targets for all procurements regardless of size. All bidders for large procurements (\$150,000 and over) and Statewide Contracts, regardless of their certification status, are required to submit a completed SDP plan form as part of their response for evaluation. It is required that Supplier Diversity Program participation accounts for no less than 10% of the total points in the evaluation. Higher evaluation points may be awarded to SDP plans that show more commitments for use of certified vendors in the primary industry directly related to the scope of the RFR, subcontracting expenditures and partnerships for the purpose of contracting with the Commonwealth. HOWEVER, no bidder will be awarded a Statewide Contract unless and until they agree to commit to an SDP plan.

SDP Website

Procurement information for both vendors/bidders and departments is provided to assist in the procurement and contract process. Information is updated regularly and posted including the Department SDP Officers' list; M/WBE primes on Statewide Contracts, activities, events, and spend tracking reports for department www.mass.gov/sdp.

SDP Department Benchmarks

All Executive Branch Departments and participating entities set benchmarks for spending each fiscal year individually with certified MBEs and WBEs. SDP tracks departmental spending with both certified primes and subcontractors for all procurements. In the spring the SDP publishes its Fiscal Year Annual Report which highlights the successes and challenges departments faced in meeting their spending benchmarks.

FY12 SDP Expenditures

- In FY12, combined M/WBE expenditures in commodities and services increased by \$54,164,137 from FY11 showing a 7% increase from FY11 totaling \$822,193,350.

- MBE overall expenditures in FY12 increased 1.62% from the previous year spending totaling \$243,338,712
- WBE expenditures in FY12 increased by 9.5% above previous year spending totaling \$578,854,638

FY12 SBPP Expenditure

- In FY12 spending with companies registered under the Small Business Purchasing program was \$121,790,070 showing a 104% increase from FY11.

SDP Services & Statewide Events for M/WBE and Departments

- New Meet & Greet Initiative - The purpose of this initiative is to provide assistance to Strategic Sourcing Services Leads, Prime Contractors and M/WBEs in meeting SDP objectives throughout the procurement and contract award process by facilitating a forum that will meet the specifics of each contract and individual concerns of each contractor. This is a great opportunity to gain technical information for SDP approaches including potential matchmaking through networking. This event is scheduled on an as required basis in partnership with OSD and SDP Department Officers.
- SDP RFR Language - Educating prime contractors on the importance of the SDP and the development of subcontracting relationships and partnerships with M/WBEs:
 1. Working with OSD Strategic Sourcing Services Leads and Department SDP Officers to develop successful comprehensive approaches in all their procurements.
 2. The Procurement SDP RFR Template Language was created to facilitate partnerships for participation and use of certified vendors on statewide contracts.
 3. Policies are developed for departments that strengthen and maximize use of certified vendors on all types of contracts.

Procurement Workshops

- **Basic Supplier Diversity Program Overview & Comm-PASS training** - This training session is opened to Minority and Women-Owned Businesses, who are interested in learning how to use their SDO certification in the procurement process, find opportunities for SDP partnerships and market as an SDP participant to state entities. An overview of Comm-PASS is provided including an interactive session on how to navigate the system, search for open opportunities, and list your business as an interested bidder and other Comm-PASS features.
- **SDP for Departments Training Series** - This workshop provides state department procurement staff, fiscal staff and SDP Officers with best practices information and skills necessary to create effective SDP approaches in the procurement process. For more information please visit our website at www.mass.gov/sdp.
- **How to Submit an Effective SDP Plan Training:** The SDP Plan Form is a requirement for all large procurements and Statewide Contracts. SDP is offering this workshop to both Certified and Non-Certified Bidders who are interested in learning how to submit effective SDP Plans. The training is designed to provide all Bidders with the necessary information, resources, tools and skills to complete an SDP Plan for all types of solicitations (This workshop will be cancelled or rescheduled if the minimum number of participants (8) is not met).

Training, Outreach and Marketing

Director: Barbara Miller
Telephone Number: 617-720-3148
Fax Number: 617-727-4527
E-Mail Address: barbara.miller@state.ma.us
Category Description The Training, Outreach, and Marketing Department at The Operational Services works to support and to educate all eligible entities and interested bidders on OSD Programs and Services.



TRAINING

Commonwealth employees with procurement responsibilities and interested bidders can take advantage of the free training opportunities by The Operational Services Division. Classes are scheduled across the Commonwealth, and on-site sessions are available by request based on resources and availability. The OSD's Outreach Department is comprised of a group of highly skilled professionals who have proven expertise in helping public purchasers and businesses understand how to conduct business with the state. A blended approach of distance learning and instructor-led training is used to deliver the free training opportunities listed in detail on the website at www.mass.gov/osd. Our current training programs include:

Training Programs for the Purchasing Community

Comm-PASS Administrator Training

This training covers the creation and management of the purchasing organizations user roles, approval workflows, document libraries, and notifications.

Comm-PASS User Training

This training covers procurement record creation, posting and management for solicitations and contracts via Comm-PASS and user profile management, approval processes, and document modifications.

Comm-PASS Working Session

This workshop is designed to provide one-on-one assistance for public purchasers on establishing a departmental contract, posting a solicitation, or contract, and more.

How to Use Statewide Contracts

This instructor-led training provides a detailed overview of Statewide Contracts. During this interactive training, participants will learn how to search for a commodity or service in Comm-PASS.

Statewide Contract Overview Session

This presentation covers OSD and OSD Designated Statewide Contracts from development to award.

Essentials of State Procurement

This interactive classroom training provides a comprehensive overview of the Commonwealth of Massachusetts procurement process under 801 CMR 21.00. Participants will learn the laws, regulations and statutes governing the procurement of commodities and services and learn how to conduct their Department's procurements in compliance with all applicable statutes, regulations and policies. Key concepts include: staff roles & responsibilities, procurement and purchasing requirements, procurement exceptions, contract types, best value, strategic sourcing, ethics, cost saving opportunities and contract management. In addition, attendees will also learn how to search for a commodity or service using the Commonwealth's eProcurement system, Comm-PASS. How to properly and efficiently utilize Statewide Contracts will be reviewed and discussed during this hands-on portion of this training.

Strategic Sourcing Services Certificate Program

In accordance with Executive Order 533, OSD offers the Strategic Sourcing Services Certificate Program - a mandatory training program for all Executive Agency staff whose current roles include procurement and/or purchasing. The Certificate Program is a 5-day, 30-hour training course, delivered in an instructor-led format over 3 months to accommodate busy work schedules

E-Procurement Best Practices Webinar

This online webinar provides best practices for Comm-PASS users to ensure Department procurements are conducted in compliance with all applicable laws, regulations and policies. Topics include: user roles and responsibilities,

documentation and procurement requirements for posting solicitations, quick quotes and contracts as well as reporting.

To access this online webinar please follow the instructions below:

1. Launch the PACE URL at www.mass.gov/pace
2. Select **PACE Login**
3. Select Your Agency (If your agency is not listed, select Human Resources Division)
4. Enter your User Login ID (EMPID) and Password
(If you are a first time user, your login ID is your Employee ID and your password is your last name, as it appears on your pay advice, case sensitive – e.g. “Smith” not “smith”)
5. Select **Student Learning Center**
6. Select **Course Catalog**
7. Type in the keyword – “OSD” to find the applicable course (*Leave the dropdown boxes as “All”*).

Training Programs for the Business Community

A Small Business Purchasing Program Overview – Comm-PASS SmartBid and Free Form Quick Quote

This workshop provides an overview of the Small Business Purchasing Program (SBPP) and the Comm-PASS SmartBid subscription service.

Basic Supplier Diversity Program Overview and Comm-PASS Training

This workshop is open to Minority and Women-Owned Businesses who are interested in learning how to use their MBE/WBE certification in the procurement process, find opportunities for SDP partnerships, and market their business as an SDP participant to state entities.

Connecting Your Business to the Commonwealth

The Operational Services Division offers this workshop for all businesses interested in learning how to do business with the Commonwealth.

How to Submit an Effective Supplier Diversity Plan Training

The Operational Services Division requires a Supplier Diversity Plan Form for all large procurements (\$150,000+) and Statewide Contracts. This workshop is for all bidders interested in learning how to submit an effective Plan.

On-Line Bidders Training

Statewide Contracts require bidders to submit bids electronically via Comm-PASS. This training provides the bidder training on the on-line submission tools.

Pre-Certification Workshop

This is a required workshop for all businesses interested in applying for certification as a Minority, Woman, and/or Disadvantaged Business Enterprise. The workshop will include information about the regulations, qualifications, process, and other information needed to begin the certification process.

*** Training Snow Day Cancellation Policy**

Training will be cancelled if the Boston Public Schools are closed due to inclement weather. If you are registered for Training on a snow day, please check the school closing announcements to find out if the schools are closed, and Training cancelled. If the Boston Public Schools are open, Training will go on as scheduled.

OUTREACH

The Operational Services Division’s Outreach program provides eligible entities and interested bidders with information on OSD Programs and Services.

We are available to meet with and to provide organizations and groups of 12 or more presentations on OSD Programs and Services. The Outreach Team facilitates the exchange of information between OSD and other entities on a variety of issues. Additionally, OSD offers a host of professionals prepared to speak on OSD Programs and Services. Speakers are available to participate in your next event by request

If you are interested in having OSD participate in your next special event, trade show, training, or meeting, please complete the On-site Training Request Form available for download on the OSD website.

To access the On-Site Training Request Form, please follow these 3 steps:

1. Go to www.mass.gov/osd
2. Click OSD Events and Training
3. Click OSD Training & Outreach Courses
4. The On-site Training Request Form is available for download at the bottom of the page.

FAQ'S

Q. How can I find a listing of all upcoming OSD events?

A. Please visit the OSD website at www.mass.gov/osd.

Q. Can anyone attend the Procurement classes offered by OSD?

A. Our classes are offered to Commonwealth Executive Departments and those departments conforming to 801 CMR 21:00.

Q. Is there a charge for your classes?

A. There is no charge for our classes.

Q. How do I request an on-site session?

A. If you are interested in having OSD participate in your next special event, training, or meeting, please complete the On-site Training Request Form available for download on the OSD website.

To access the On-Site Training Request Form, please follow these 3 steps:

1. Go to www.mass.gov/osd
2. Click OSD Events and Training
3. Click OSD Training & Outreach Courses

Appendices

Appendix A – Listing of Eligible Entities

LIST OF ELIGIBLE ENTITIES

While all Executive branch departments are required to use Statewide Contracts for purchases, Statewide Contracts are also open for use by many other public and quasi-public purchaser eligible entities, such as cities and towns, may need to execute their own contract documents where appropriate; however, they are not required to conduct a separate competitive procurement since ALL Statewide Contracts are the result of a competitive procurement.

Cities, towns, districts, counties and other political sub divisions

Executive, Legislative and Judicial Branches of government including all departments and elected offices therein

Independent public authorities, commissions and quasi-state agencies

Local public libraries, public school districts, and charter schools

Public hospitals owned by the Commonwealth

Public institutions of higher education

Public purchasing corporative

Non-Profit, UFR certified organizations that are doing business with the Commonwealth

Other states and territories with no prior approval by the state Purchasing Agent required

Other entities when designated in writing by the State Purchasing Agent

Appendix B – Strategic Sourcing Services Managers and Leads

<p>Kathy Reilly, Director Strategic Sourcing Services 617-720-3128 kathy.reilly@state.ma.us</p>	
<p>Tim Kennedy Strategic Sourcing Services Manager 617-720-3107 tim.kennedy@state.ma.us</p>	<p>William Funk Strategic Sourcing Services Manager 617-720-3329 william.funk@state.ma.us</p>
Strategic Sourcing Services Leads	Category and Brief Description
<p>Marcia Deegler (617) 720-3356 marcia.deegler@state.ma.us</p>	<p>Green Cleaning Products, Programs, Equipment and Supplies – Cleaning products that are 3rd party certified as environmentally preferable, disinfectants and sanitizers, janitorial paper goods, trash can liners, cleaning equipment indoor/out mats, supplies, and non-chemical technologies.</p>
<p>Peter Etzel (617) 720-3397 peter.etzel@state.ma.us</p>	<p>Facilities (Moving Services) – FAC78, Moving and State Surplus Disposal Services</p> <p>Healthcare Commodities and Services – HSP and MED contracts for: Pharmaceuticals; Vaccines; Medical Commodities and Equipment; Dental Commodities and Equipment; Laboratory Products; Maintenance and Repair of Medical, Dental & Laboratory Equipment; Gases Medical, Laboratory & Industrial; Medical Lab Tests.</p> <p>Professional Services – Training Services – PRF51 Training Services is intended to provide Training Services to public employees and workers in training areas that are not highly specialized.</p>
<p>Max Feldpausch (617) 720-3105 max.feldpausch@state.ma.us</p>	<p>Facilities – Janitorial Services (Only) – Janitorial (cleaning) Services for Commonwealth and Eligible Entity facilities.</p> <p>Public Safety - Hazardous Incident Response Equipment (HIRE).</p> <p>Vehicles and Related Services – Fuel Cards and Management Services, Vehicle Maintenance, Hybrid Vehicles, Vehicle Rentals, Motor Oil, Antifreeze & other Lubricants, Various Passenger and Light Duty Trucks, Gas, Traffic Safety Products and Windshield Replacement, Tires, and Motorized Vehicle Parts; Purchase of Vehicles.</p> <p>Vehicles and Highway Related Services- Road Materials: Alternative Snow & Ice Products, Pre-Mixed Sodium & Calcium Chloride (Furnish & Delivery); Liquid Calcium Chloride (Furnish & Delivery).</p>
<p>Betty Fernandez (617) 720-3133 betty.fernandez@state.ma.us</p>	<p>Food – Groceries and related products, Equipment and services - Food preparation products & equipment, Prime grocer, Food auditing services, Catering, Dairy products, Baked commodities, Bottled water.</p> <p>Public Safety/Law Enforcement Equipment, Supplies and Services – Firefighting equipment only.</p>
<p>James Ferri (617) 720-3168 james.ferri@state.ma.us</p>	<p>Energy (Utilities and Fuels) – Electricity, natural gas, distillate oil, residual oil, gasoline, diesel fuel, propane and utility bill audits.</p>
<p>William Funk (617) 720-3329 william.funk@state.ma.us</p>	<p>Facilities (Materials, Repairs, and Operations) – Commodities and services related to the maintenance and operation of physical plants & property (e.g., building materials, trade work, lawn & grounds equipment, etc.).</p> <p>Professional Services – Human Resource and Legal Services – Service contracts for our professionals who work for the Commonwealth are the focus of the Professional Services category.</p> <p>Financial Services (Professional Services) – Services related to financial disbursement and collection of monies by Commonwealth financial professionals. Corporations may provide electronic payment processing, cost recovery services, debt collection (in conjunction with Office of State Comptroller).</p>

	<p>Legal Support Services (Professional Services) – There are no related contracts in this area at this time.</p> <p>Human Resources (Professional Services) – Services or personnel related to the provision of Human Resource professionals. Agencies or individual persons may provide contracted services in the following areas: management consultants, writers, performers/actors, temporary help, archivists/librarians, interpreters/translators, records managers, training, meteorologists, and marketing.</p>
<p>Tim Kennedy (617) 720-3107 tim.kennedy@state.ma.us</p>	<p>Network Services and Equipment – Network services and equipment including PBX, voice, data and cellular, two-way radio and internet access and hosting services.</p>
<p>Marge MacEvitt (617) 720-3121 marge.macevitt@state.ma.us</p>	<p>Information Technology, Hardware – Computers, peripherals, related hardware, network integration, and support services.</p> <p>Information Technology, Software & Services – Software, IT services (Technical Specialists, Staff Augmentation, Solution Providers, Business Process Reengineering, Software Publishers, and Reverse Auctions).</p>
<p>Maryellen Osborne (617) 720-3139 maryellen.osborne@state.ma.us</p>	<p>Office, Recreational, Educational Equipment, Supplies and Services – Photocopier, Laser Printer, Facsimile Equipment and Supplies, Micrographic & Imaging Equipment, Supplies & Services, Office, School & Library Furniture.</p>
<p>Charles Plungis (617) 720-3133 charles.plungis@state.ma.us</p>	<p>Office Recreational, Educational Equipment, Supplies and Services – Copy, Offset Printing & Mailing Services, Small Package Delivery.</p>
<p>Ronald Whitaker (617) 720-3112 ron.whitaker@state.ma.us</p>	<p>Animals and Animal Supplies – Veterinary services, feed and general supplies.</p> <p>Clothing – Clothing, uniforms, footwear, accessories and hygiene supplies.</p> <p>Public Safety/Law Enforcement Equipment, Supplies and Services – Body Armor Vests, Debris Management, Debris Monitoring; Explosive Ordnance Detection, Mitigation & Disposal Equipment; Firearms, Ammunition, Related Training, Services & Accessories Security Services; Security Services; Explosive Ordnance Detection, Mitigation & Disposal Equipment.</p> <p>Highway Related Services – Road Materials: Sodium Chloride, Road Salt (Furnish & Delivery).</p>

Appendix C – Comm-PASS Guide

1. NAVIGATE TO COMM-PASS

www.comm-pass.com; OR,
www.mass.gov/osd
Review left column OSD Programs
Select Comm-PASS

2. TWO WAYS TO RETRIEVE ACTIVE STATEWIDE CONTRACTS

2a. ACTIVE STATEWIDE CONTRACT LIST

Select the Contracts tab from the main navigation bar
Select Browse All Statewide Contracts and Vendors

2b. ACTIVE STATEWIDE CONTRACT LIST USING SWC SEARCH CRITERIA

Select the Contracts tab from the main navigation bar
Select Search of a Statewide Contract
Select the Statewide Contract checkbox
Select the ACTIVE option from the Document Status drop-down menu
Select any SEARCH button on the page
System searches for all Active Statewide Contracts
Select the results link THERE ARE # CONTRACT(S) FOUND THAT MATCH YOUR SEARCH CRITERIA
Don't see it? Look between SEARCH FOR A CONTRACT and SEARCH BY KEYWORD labels

3. SORT THE LIST

Active SWCs are presented in order of earliest End Date in a sortable table.
To re-sort by goods and services Category, select the DOCUMENT NUMBER header

4. PRINT THE LIST

Use the usual print commands
Select FILE menu, PRINT; OR,
Select PRINT icon
If all pages print, go to Step 7
If one page prints, repeat print commands for each results page
REGULARLY UPDATE PRINTED LISTS FOR NEW, MODIFIED OR EXPIRED STATEWIDE CONTRACTS

5. UNDERSTANDING STATEWIDE CONTRACT DOCUMENT NUMBERS

All Statewide Contracts contain a prefix that reflects the general area of commodities and/or services they cover:

ANI – Live Animal Supplies and Services	ITC – IT Hardware
CLT – Clothing/Footwear	ITS – IT Software & Services
ENE – Energy/Fuel/Utilities	ITT – IT Telecommunications
FAC – Environmental Services	LAW – Safety/Enforcement/Protection
FAC – Facility Maintenance/Repair	MED – Healthcare
FIR – Fire/EMS	OFF – Office/Recreation/Education
GRO – Food/Groceries	OVM – Fleet Maint/Repair
HLS – Homeland Security	PRF – Professional Services
HSP – Healthcare/Toiletries	SSP – State Surplus Property
HSS – Human/Social Services	VEH – Vehicles/Trans./Road Maint

6. CHOOSING THE RIGHT STATEWIDE CONTRACT

Navigate to the record by following Steps 1-3.
Select the View icon (eyeglasses) to access and review entire Contract record

7. YOUR RESPONSIBILITIES AS AN ELIGIBLE PURCHASER

COMPLY with all applicable procurement laws, regulations, policies, procedures, and practices.
PRINT, READ, AND FOLLOW OSD CONTRACT USER GUIDES BECAUSE THIS DOCUMENT:
Serves as the official Statewide Contract usage guide
Specifies products, pricing, discounts, warranties, delivery terms, billing, exception guidelines, and more
Specifies if prior authorization from the Issuer is required to purchase
REVIEW VENDOR INFORMATION found on the “Vendor Tab” which includes all contact information along with pricing information, if available
COMMUNICATE VIA EMAIL* with the OSD Strategic Sourcing Services Lead after careful review of the OSD Contract User Guide:
IF making a purchase that meets Large Volume benchmark set in OSD Contract User Guide.

IF you have any questions about the Contract requirements or terms.

IF you are unable to resolve conflicts with a Statewide Contract Vendor.

* Strategic Sourcing Services Lead Information is provided on Contract record's Issuer(s) tab.

* Enter the Contract's Document Number in the Subject line of the email.

PROTECT YOUR ORGANIZATION:

USE THE STATEWIDE CONTRACT'S DOCUMENT NUMBER on all your purchasing documents including but not limited to:

Requests for Quotes

Purchase Orders

Order Receipts

Payment Vouchers/Checks

Ask the awarded Vendor to use the Statewide Contract Document Number on all:

Quotes

Confirmations

Packing Lists

Invoices

8. MGL c. 30B

TRANSACTIONS FOR THOSE GOODS AND SERVICES SPECIFIED UNDER STATEWIDE CONTRACT COMPLY UNDER MGL C. 30B WHEN PURCHASERS EITHER:

Buy from a Statewide Contract Vendor; OR,

Request quotes only from Statewide Contract Vendors and buy from the lowest bidder

9. ABOUT STATEWIDE CONTRACT VENDORS

All awarded Statewide Contract Vendors appear on the record's Vendor(s) tab

REVIEW Vendor Name information:

For ease of use, select column title to sort alphabetically

Comment field may include contract restrictions to specified goods and services, and/or geographic zones, as detailed in OSD Contract User Guides

REVIEW Active? status:

Ensure value is YES prior to purchase

NO indicates purchases should NOT be made using this Vendor for some reason, e.g., unable to handle additional volume, renewal forms not processed, etc.

Status can change, so check this value prior to each transaction

REVIEW Programs icons:

"Mouse" over an icon to determine certifications or incentives

SELECT Details icon (eyeglasses) to access further information and attached files, if any

10. CONSIDER JOINING THE PURCHASING COMMUNITY

ALL MASSACHUSETTS PUBLIC PURCHASING ENTITIES ARE ELIGIBLE TO JOIN THE COMM-PASS BUYSMART COMMUNITY

MEMBERSHIP IS FREE AND INCLUDES:

FREE access to procurement document creation and management tools

FREE posting of bid announcements, bid packages, requests for information or quotes, contracts, and more

FREE data reporting tools

SELECT THE JOIN TAB FROM THE COMM-PASS MAIN NAVIGATION BAR TO ACCESS FURTHER INFORMATION AND TO REQUEST BUYSMART MEMBERSHIP

Appendix D – How to Use Statewide Contracts

It is each purchasing entities responsibility to become an educated purchaser by reviewing the information provided for each Statewide Contract on [Comm-PASS](#). It is important that, as a purchaser, you understand your procurement laws, regulations and requirements as well as what is required from the contractor and where you have flexibility to negotiate within the contract specifications. Purchasers should consider the following best practices when using a Statewide Contract.

Assess Your Needs - Prior to seeking quotes from contractors, all purchasers should assess their need for a specific commodity or service based on a variety of factors. For example, Statewide Contracts may include language that offers more competitive pricing for higher volume purchases. You may wish to contact other departments or cities/towns to identify similar purchasing needs and, if they exist, aggregate your joint purchase.

Familiarize Yourself with the Statewide Contract - It is the responsibility of each purchaser to understand what is and is not available from each Statewide Contract. The simplest way to access contract information is by reading the most recent OSD Contract User Guide(s) and Request for Response (RFR). OSD Contract User Guides contain guidance for using contracts effectively, new contractors, and/or performance reporting which may impact your decision. Always remember to check to determine if the vendor status to ensure YES before you contract with a vendor.

Identify the Statewide Contract Number - When speaking with representatives from a Statewide Contractor, be sure to identify the number of the Statewide Contract you are purchasing from. The Statewide Contract number should also be included on all correspondence to the vendor including, but not limited to RFQ's, RFR, Purchase Orders, etc.

Negotiate - Many Statewide Contracts contain rates that represent the ceiling or the highest rates that can be charged to the Commonwealth. Eligible Entities often have a choice of contractors on Statewide Contracts from which to select, with a range of rates, added value features and prompt payment discount options. Eligible Entities are strongly encouraged and, depending on the guidance contained in the OSD Contract User Guide, may be required to request quotes from at least three qualified contractors. These contractors should be provided with specifications of what is needed in order to see what "best value" can be negotiated for the situation.

Take Advantage of Prompt Payment Discounts (PPD) - Many of OSD's Statewide Contracts contain PPD terms. All discounts offered can be taken in cases where the payment date is within the number of days specified. OSD has standardized the prompt payment discount terms on all Statewide Contracts, requiring that bidders submit their discounts based on a 10 day, 15 day, 20 day and 30 day turnaround for payment.

Document to protect your organization - While OSD is responsible for maintaining the procurement file for Statewide Contracts relating to the competitive bid process and ongoing contract management, each purchaser is responsible for maintaining documentation of its transactions and experiences using Statewide Contracts as required by their particular Procurement Laws and Regulations. When speaking with representatives from a Statewide Contractor, be sure to identify the number of the Statewide Contract you are purchasing from. The Statewide Contract number should also be included on all correspondence to the vendor including, but not limited to RFQ's, Purchase Orders, etc.

Documentation may include, but is not limited to, the following:

- Pre-planning documents, including activities related to contractor selection and negotiation.
- Copies of all invoices, including rejected invoices and notices to contractors with an explanation for each return
- An accounting of all payments made
- Copies of written notices, faxes and other correspondence with the contractor
- An agreement documenting the receivables and deliverables within a statement of work, including information related to any service disputes, any complaints, and their respective resolutions
- Any reports submitted by the contractor
- Any other relevant information about the contractor and its performance

Communicate with OSD - Your experience using Statewide Contracts is important to us! If you have questions or comments on a particular Statewide Contract, please contact the Strategic Sourcing Services Lead or Strategic Sourcing Services Manager. There may be instances where you believe you can get a better deal from a company that is not on Statewide Contract, please let us know. Statewide Contractors want to be competitive and are often motivated to either meet or beat a competitor's offer. In addition, please let OSD know if you are planning a large purchase. OSD can often consolidate demand and leverage volume to obtain more attractive pricing. Comments about your experience using a Statewide Contract should be directed to **the appropriate Strategic Sourcing Services Lead, via telephone or e-mail as listed in the Comm-PASS Contract records Issuer(s) tab.**

Appendix E – Statewide Contract Categories

All Statewide Contracts contain a prefix that reflects the general area of commodities and/or services they cover:

ANI	Live Animals and Related Supplies
CLT	Clothing and Footwear
CRO	Printing Supplies
ENE	Energy, Fuel and Utilities
FAC	Environmental Services
FAC	Facility Maintenance/Repair
FIR	Fire and EMS
GRO	Food and Groceries
HLS	Homeland Security
HSP	Healthcare Products, Laboratory Products, Dental Products
HSS	Human and Social Services
ITC	Information Technology Hardware
ITS	Information Technology Software & Services
ITT	Information Technology Telecommunications
LAW	Public Safety, Law Enforcement and Protection
MED	Medicine & Medical Services, Laboratory Services
OFF	Office, Recreation and Education
PRF	Professional Services: Human Resources, Financial, Legal and Training
SSP	State Surplus Property
VEH	Vehicles, Transportation and Road Maintenance

Appendix F – Procurement Acronyms

This is a list of commonly referred to acronyms used in procurement and contracting activities.

ACRONYM	MEANING
A&F or ANF	Executive Office for Administration and Finance
AG, AGO or OAG	Office of the Attorney General
AMP	Affirmative Market Program (Now known as the Supplier Diversity Office (SDO))
BSOB or BSB	Bureau of State Office Buildings
Comm-PASS	Commonwealth Procurement Access and Solicitation System
CTR or OSC	Office of the State Comptroller
DBE	Disadvantaged Business Enterprise
EFT	Electronic Funds Transfer
EOHHS	Executive Office of Health and Human Services
EPP	Environmentally Preferable Products
FAD	Fiscal Affairs Division
FEIN	Federal Employer Identification Number
FOI or FOIA	Freedom of Information Act
GSA	Government Services Administration
IG, IGO or OIG	Office of the Inspector General
ITD	Information Technology Division
ITP	Intent to Publish
LEA	Local Education Authority
MASSbuys	MASSbuys EXPO
MBE	Minority Business Enterprise
MMARS	Massachusetts Management Accounting and Reporting System
MIS	Management Information Systems
M/WBE	Minority- and Women-Owned Business Enterprise
NASPO	National Association of State Procurement Officials
OAG, AG or AGO	Office of the Attorney General
OSA	Office of the State Auditor
OSC or CTR	Office of the State Comptroller
OSD	Operational Services Division
OSSP	Office of State Surplus Property
OVM	Office of Vehicle Management
QQ	Quick Quotes
PIC	Procurement Information Center
POS	Purchase of Service
QA	Quality Assurance
RFI	Request for Information
RFQ	Request for Quotations
RFR	Request for Response
SBPP	Small Business Purchasing Program
SSSM	Strategic Sourcing Services Manager
SSSL	Strategic Sourcing Services Lead
SSST	Strategic Sourcing Services Team
SDO	Supplier Diversity Office
SDP	Supplier Diversity Program
SWC	Statewide Contract
STAR	Statewide Training And Resources Exposition (Now known as MASSbuys Exposition)
T & C or Ts & Cs	Commonwealth Terms and Conditions including for Human and Social Services
TIN	Tax Identification Number
UFR	Uniform Financial Report or Uniform Financial Statements and Independent Auditor's Report
WBE	Women Business Enterprise
WTO/GPA	World Trade Organization/Government Procurement Agreement

Appendix G – Statewide Contract List

The following is a list of all Statewide Contracts for Winter 2013. Please note that Statewide Contracts are updated frequently and will change prior to the next revision of this publication. Readers are advised to go to Comm-PASS to find a complete listing of current Statewide Contracts.

To confirm that the listed contracts are active, please refer to the COMM-PASS (www.comm-pass.com) website.

Document Number	Contract Title	Statewide Contract Contact Person	Phone Number	Email
ANI11	Veterinary Services (ANI11)	Brian J. Kearnan	508-422-3314	bjkearnan@doc.state.ma.us
CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	Ronald L. Whitaker	617-720-3112	ron.whitaker@state.ma.us
ENE29	No.4 & No.6 Residual Heating Fuel	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENE30	Statewide Contract for Electricity	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENE31	Unleaded Gasoline	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENE32	Ultra Low Sulfur Diesel	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENE33	Statewide Contract for Bio-Diesel	James V. Ferri III	617-720-3168	James.ferri@state.ma.us
ENE34	No. 2 Heating Oil Contract	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENE35	Statewide Contract for Propane	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENE36	Statewide Contract for Natural Gas	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENEFY12	Energy Contracts Pricing Index for FY2012	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
ENEFY13	Energy Contracts Pricing Index for FY2013	James V. Ferri III	617-720-3168	james.ferri@state.ma.us
FAC33	Solid Waste and Recycling Services (FAC33)	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC53	Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@osd.state.ma.us
FAC55designatedDEP	Imprinted Plastic Trash Bags, Recycled (FAC55designatedDEP)	Stephan Malner	617-348-4004	stephan.malner@state.ma.us
FAC56designatedDCAM	Demand Response Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@osd.state.ma.us
FAC59	Green Cleaning Products, Programs, Equipment & Supplies	Marcia Deegler	617-720-3304	marcia.deegler@state.ma.us
FAC60	Environmental Diagnostic Testing and Monitoring Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@osd.state.ma.us
FAC63	Carpet and Flooring Products and Installation	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@osd.state.ma.us
FAC64	Security Surveillance and Access Control Systems	Ronald L. Whitaker	617-720-3112	ron.whitaker@state.ma.us
FAC65	Water Treatment Chemicals and Systems	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC66	Landscaping and Outdoor Application Products	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC67	Janitorial Services - Environmentally Preferable	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
FAC68designatedDCAM	Renewable and Alternative Energy Portfolio Standards Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC70APPLIANCE	Appliance Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70ASPHALTPAVING	Asphalt / Paving and Related Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70BOILER	Boilers - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70CARPENTER	Carpenters Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70CLEANINGRESTORO	Cleaning Restoration Services- Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us

Document Number	Contract Title	Statewide Contract Contact Person	Phone Number	Email
FAC70COMPRESSOR	Compressor Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70DRAIN	Drain Cleaning Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70ELECTRICIAN	Electrician - Tradespersons Repair and Maintenance	William Funk	617-720-3329	william.funk@state.ma.us
FAC70ELEVATOR	Elevator Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70EXCAVATION	Excavation Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70FENCE	Fence Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70FIREEXTINGUISHE	Fire Extinguisher Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70GENERALCONTR	General Contractor - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70GENERATOR	Generators / Turbine Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70GLASS	Glass/Window/Doors - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70HVACSHEETMETAL	HVAC / Sheet Metal Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70KITCHENEXHAUST	Kitchen Exhaust / Duct Service - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70MASONRY	Masonry Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70OVERHEADDOORS	Overhead Doors and Related Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70PAINTING	Painting Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70PLUMBING	Plumber - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70PUMPMOTOR	Pumps and Motor Services Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70ROOFING	Roofing Service -Tradesperson Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70SEPTIC	Septic Services -Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70SIGNAGE	Signage Repair and Services - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC70WELDING	Welding Service - Tradespersons Repair and Maintenance	William Funk (Interim)	617-720-3329	william.funk@state.ma.us
FAC71	Lawns & Grounds Equipment, Parts and Services	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
FAC72	Security Services and Fence Rental	Ronald L Whitaker	617-720-3112	ron.whitaker@state.ma.us
FAC73	Asbestos, Lead and Mold Analysis	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC74	Pest Control Services	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC76	Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	Dmitriy Nikolayev	617-720-3351	dmitriy.nikolayev@state.ma.us
FAC78	Moving Services and State Surplus Disposal Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO14	Prime Grocer(s)	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us

Document Number	Contract Title	Statewide Contract Contact Person	Phone Number	Email
GRO15	Program Evaluator F/Food, Grocery & Related Services	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO23	Dairy Products	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO27A	Catering Services	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO27B	Catering Services and Conference Space	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO27C	Catering Services, Conference Space and Hotel Room Accommodation	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO28	Baked Goods	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
GRO29	Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small	Betty Fernandez	617-720-3133	betty.fernandez@state.ma.us
HLS01	Hazardous Incident Response Equipment	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
HLS02designatedMEMA	Disaster Debris Monitoring Services	Tina Urato	508-820-1423	tina.urato@state.ma.us
HLS03designatedMEMA	Disaster Debris Management Services	Tina Urato	508-820-1423	tina.urato@state.ma.us
HSP37	Gases Cylinder - Related Equipment & Supplies	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
HSP31	Dental Supplies Equipment and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
HSP32/38 (pending)	Healthcare Equipment, Furniture, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
HSP33	Medical Commodities	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
HSP34	Laboratory Supplies and Minor Equipment	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
HSP35	Laboratory Major Equipment, Furnishings and Related Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
HSP36	GPO for Medical Commodities & Equipment	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
ITC10DESIGNATEDITD00	Firewall Software, Hardware, and Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
ITC44	IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
ITC45	Data Infrastructure (Non-Construction related low voltage) Cabling Services and Maintenance	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS09	Reverse Auction Services	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS17	IT Disaster Recovery Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
ITS19	Oracle Software and Services Contract	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS34DESIGNATEDITD	Assistive Technology Testing	Sarah Bourne	617-626-4502	sarah.bourne@state.ma.us
ITS38DESIGNATEDITD	Information Technology Independent Research Services	Gillian Lockwood	617-626-4531	gillian.lockwood@state.ma.us
ITS41DESIGNATEDITD	IBM Software, Maintenance and Technical Support	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
ITS42	Software Reseller RFR	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS43 Technical Specialist	IT Services - Technical Specialists	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS43SolProv	IT Services - Solution Providers - ITS43SolProv	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS43StaffAugCat1	IT Services - Staff Augmentation Full Service Contractors	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS43StaffAugCat2a	IT Services - Staff Augmentation Very Low Overhead Contractors - 2a	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS43StaffAugCat2b	IT Services - Staff Augmentation Very Low Overhead Contractors - 2b	Marge MacEvitt	617-720-3121	marge.macevitt@state.ma.us
ITS48designatedITD	ESRI GIS Software and Services Contract	Neil MacGaffey	617-619-5641	neil.macgaffey@state.ma.us

Document Number	Contract Title	Statewide Contract Contact Person	Phone Number	Email
ITT09	Communication Network Services Procurement, ITT09	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
ITT12DESIGNATEDITD	PBX Tenant Services (Shared Switch), ITT12	Raymond Fortier	617-720-3397	raymond.fortier@state.ma.us
ITT18	Centrex Services and Equipment, ITT18	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
ITT19DESIGNATEDITD00	Remote Access and Virtual Private Networking Services	Annemarie Kates	617-626-4437	annemarie.kates@state.ma.us
ITT29	Converged Enterprise Communication Systems, Services & Equipment	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
ITT40	Two-Way Radio Systems, Equipment & Services	Tim Kennedy	617-720-3107	tim.kennedy@state.ma.us
LAW09	Firearms, Ammunition, Related Training Products, Services and Accessories	Ronald L. Whitaker	617-720-3112	ron.whitaker@state.ma.us
LAW12	Explosive Ordnance Detection, Mitigation and Disposal Equipment	Ronald L. Whitaker	617-720-3112	ron.whitaker@state.ma.us
LAW14	Body Armor Vests	Ronald L. Whitaker	617-720-3112	ron.whitaker@state.ma.us
MASSCORINDUSTRIES001	MassCor Industries Contract for Various Commodities & Services	Debbie Correia	508-850-1071	dacorreia@doc.state.ma.us
MED38	Pharmaceutical Prime Vendor	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
MED43/45 (pending 2013-2014 Flu Season)	Influenza Vaccine for the 2013 - 2014 Flu Season	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
MED44	Reference Laboratory Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
OFF20	OFF20 - Office, School and Library Furniture, Accessories and Installation, Statewide	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF22	OFF22 - Multi-State Postage and Mail Processing Equipment, Accessories, Services and Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF27	OFF27 - Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF28	OFF28 - Office Supplies, Recycled Paper and Envelopes	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF30	Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF30A	OFF30A - Box Sales of Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF31	OFF31 - Small Package Delivery	Charles Plungis	617-720-3133	charles.plungis@state.ma.us
OFF32	Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies	Maryellen Osborne	617-720-3139	maryellen.osborne@state.ma.us
OFF33	Print, Copy & Mail Services and Printed Promotional Products	Charles Plungis	617-720-3133	charles.plungis@state.ma.us
OVM09	Short-term Rental of Various Light Duty Vehicles	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
OVM10	Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
OVM08	Windshield and Glass Replacement for Vehicles	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
PRF08designatedOSC	Ancillary Audit and Accounting Services	Monica Middleton	617-973-2617	monica.middleton@state.ma.us

Document Number	Contract Title	Statewide Contract Contact Person	Phone Number	Email
PRF28DesignatedOSC	Statewide Contract for Debt Collection Services	Tim O'Neill	617-973-2424	debtcollectioncontract@massmail.state.ma.us
PRF44DesignatedOSC	E-PAY Electronic Payments Statewide Contract	Patricia Davis	617-973-2332	patricia.davis@state.ma.us
PRF46	Management Consultants, Program Coordinators and Planner Services	William Funk	617-720-3329	william.funk@state.ma.us
PRF48	Foreign Language Interpretation and Translation Services	William Funk	617-720-3329	william.funk@state.ma.us
PRF49	Enterprise Temporary Help Services	William Funk	617-720-3329	william.funk@state.ma.us
PRF50	New Media, Marketing, and Advertising Services plus Event Planning	William Funk	617-720-3329	william.funk@state.ma.us
PRF51	Training Services	Peter Etzel	617-720-3397	peter.etzel@state.ma.us
SSP1202	Sale of scrap metals	Paul Guerino	617-720-3146	paul.guerino@state.ma.us
SSP920	Auctioneer Services	Paul Guerino	617-720-3146	paul.guerino@state.ma.us
VEH77A	Scrap Tire Disposal Services	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH83	New Tires, Retreads/ Retreading and Total Tire Management Program	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH84	Fuel Card & Fuel Management Services	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH84A	Vehicle Maintenance Management Services & Accident Subrogation Services	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH87	Pre-Mixed Sodium and Calcium Chloride	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH89	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH90	Liquid Calcium Chloride	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us
VEH91	Sodium Chloride (Road Salt) furnish and delivery	Ronald L. Whitaker	617-720-3112	ron.whitaker@state.ma.us
VEH92	Traffic Safety Products	Max Feldpausch	617-720-3105	max.feldpausch@state.ma.us

Appendix H – On-Site Training Request Form

Operational Services Division's (OSD) Training and Outreach Team is available to conduct on-site training or to participate in your meetings or events based on staffing and resources. All OSD on-site sessions are offered free of charge across the Commonwealth. If you are interested please complete the [On-site Training Request Form](#) below and send it to osdtraining@state.ma.us.

Minimum Requirements for On-site Sessions:

- ☐ Minimum of 12 participants for session (OSD encourages collaboration with other departments and communities for these sessions if unable to meet this requirement). OSD is pleased to work with you to contact other eligible entities in your area to assist you (with) in meeting this requirement.
- ☐ Internet access, surge-protected outlet and a screen or blank wall suitable for projection to support the trainer's laptop and projector (if the purchaser's facility does not have this equipment).
- ☐ Computers with Internet access for each student (How to Use Statewide Contracts, Comm-PASS User Training, and Comm-PASS Administrator Training).

Statewide Contract Overview Session:

This presentation (1 or 2 hours) will cover OSD (Operational Services Division) and OSD Designated Statewide Contracts. Included in the presentation is – How Statewide Contract are developed, How to locate and use Statewide Contracts using the Commonwealth's e-Procurement System (Comm-PASS). This presentation also covers the components of a Statewide Contract and related Comm-PASS fields, as well as, Understanding the OSD Contract User Guide to determine any special instructions or restrictions for using a contract. This session also includes information on the Commonwealth's Surplus Property Program. Please note that this session can be modified to fit required time frame.

How to Use Statewide Contracts: (3 hours) This instructor-led hands-on training provides a detailed overview of Statewide Contracts. During this interactive training, participants will learn how to search for a commodity or service using the Commonwealth's eProcurement system, Comm-PASS. Components of a Statewide Contract and all related fields will be reviewed and discussed as a portion of this training, including details on categories, how to use during an emergency, as well as on-line resources to support the user.

Comm-PASS User Training: (3 hours) Presentation covers the creation of a buyer's solicitation, and steps on how to amend and update the record. Instructions and examples of all necessary forms and documents are provided to ensure a successful response from the vendor. Students will learn how to create, maintain, and award the resulting contract record.

Comm-PASS Administrator Training: (2 hours) All entities using Comm-PASS are required to delegate at least one staff as the Comm-PASS Administrator. This training teaches the creation and management of security settings in Comm-PASS that are managed by the department including: the purchasing organization's users, user roles, approval workflows, document libraries, notifications, procurement laws, rules and practices.

*** - Customized Training Programs:** OSD is available to customize our Statewide Contract Overview Sessions to focus on a group's particular areas of interest. Please be sure to include this information on your completed request form.

Operational Services Division (OSD)
Training, Outreach and Marketing Unit
Commonwealth of Massachusetts
osdtraining@state.ma.us

ON-SITE TRAINING REQUEST FORM

Please fill out the following information and someone from OSD will contact you about scheduling an on-site training program for your staff. Please provide as much detail as possible.

E-mail to osdtraining@state.ma.us or FAX to 617-727-4527: Attention: Corrine Steller

DEPARTMENT/ORGANIZATION:			DATE:		
<input type="checkbox"/> Association		<input type="checkbox"/> Higher Education		<input type="checkbox"/> Non-Profit	
<input type="checkbox"/> Authority		<input type="checkbox"/> Library		<input type="checkbox"/> School	
<input type="checkbox"/> Department		<input type="checkbox"/> Municipality		<input type="checkbox"/> Other _____	
Areas of Focus or Interest:					
<input type="checkbox"/> Overview of all Statewide Contracts		<input type="checkbox"/> Environmental Contracts		<input type="checkbox"/> Information Technology	
<input type="checkbox"/> Health and Medical		<input type="checkbox"/> Vehicles		<input type="checkbox"/> Food and Groceries	
<input type="checkbox"/> Professional Services		<input type="checkbox"/> Facilities		<input type="checkbox"/> Other _____	
Contact Name:				Title:	
Address:					
City, Town, Zip:					
E-mail Address:				Telephone Number:	
TRAINING REQUESTED:			HOW DID YOU HEAR ABOUT US?		
<input type="checkbox"/> Statewide Contract Overview Session <input type="checkbox"/> How to Use Statewide Contracts <i>*Requires each participant to have a computer with internet access.</i> <input type="checkbox"/> Comm-PASS Administrator Training <i>*Requires each participant to have a computer with internet access.</i> <input type="checkbox"/> Comm-PASS User Training <i>*Requires approval from organizations Comm-PASS Administrator and each participant to have a computer with internet access.</i>			<input type="checkbox"/> Exhibit <input type="checkbox"/> Workshop <input type="checkbox"/> Newsletter <input type="checkbox"/> Flyer <input type="checkbox"/> OSD Website <input type="checkbox"/> Workshop <input type="checkbox"/> Phone Call <input type="checkbox"/> Social Media <input type="checkbox"/> Other _____		
Requested Date: 1 st Choice		Requested Date: 2 nd Choice		Requested Date: 3 rd Choice	
Number of Participants:		Internet Connectivity: <input type="checkbox"/> Yes <input type="checkbox"/> No		Laptop Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Projector Available: <input type="checkbox"/> Yes <input type="checkbox"/> No					
ADDITIONAL COMMENTS					
Please include any customized areas that you would like included in the "Statewide Contract Overview Sessions" to focus on the group's particular areas of interest.					
OSD USE ONLY					
DATE RECEIVED:		DATE ASSIGNED:		PENDING:	
RECORD NUMBER:		ASSIGNED TO:		CONFIRMED:	